SESHADRI RAO
GUDLAVALLERU ENGINEERING COLLEGE
(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)
Seshadri Rao Knowledge Village, GUDLAVALLERU-521 356, Krishna District, A.P., India
(Approved by AICTE, New Delhi and Permitted by A.P. State Government)
Accredited by NAAC
Phone Nos. 08674-273737, 273888, Mobile: +91 9848779121 Fax No. 08674-273957
E-mail: principal@gecgudlavalleru.ac.in, office@gecgudlavalleru.ac.in, Web: www.gecgudlavalleru.ac.in

PLACEMENT CELL ANNUAL REPORT

A.Y:2021-22

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
1	18481A0109	Badeti Venkata Sai Ganesh	B.Tech-CE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.80
2	18481A0111	Batchu Pavan Gopal	B.Tech-CE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu	3.60
3	18481A0112	Ratan Aditya Battula	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
4	18481A0113	Sudheer Kumar Bellamkonda	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
5	18481A0115	Chandu Veera Venkata Koteswara Rao	B.Tech-CE	Suvarna Technosoft Pvt Ltd., 6-3-191/C/1,fortune 9, Tower B,4th floor, Raj Bhavan Road, Somajiguda, Hyderabad, 500082.	2.16

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
6	18481A0128	Gandham Naga Venkata Sai Manikanta	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16
7	18481A0132	Gopisetti Veera Raghava Rao	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16
8	18481A0139	Palaka Revanth Kumar	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
9	18481A0147	Sanagana Durga Venkata Syam	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
10	18481A0151	Tata Naveen	B.Tech-CE	Innovus Tech Solutions Plot no - 81, Yogi Estate -4, Jitali, Ankleshwar, Gujarat 393002	1.80
11	18481A0167	Kareti Naveen Kumar	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
12	18481A0168	Karumuri Chandra Sekhar	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16
13	18481A0171	Katta Naveen Raja	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
14	18481A0182	Akshay Koyyalamudi	B.Tech-CE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu 600119 Phone: 044 2450 9532	3.60
15	18481A0183	Koyyalamudi Sunil Chowdary	B.Tech-CE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu 600119 Phone: 044 2450 9532	3.60
16	18481A0186	Lakku Srinu	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
17	18481A0198	Nalamothu Ajay	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
18	18481A01A1	Nalliboina Mounika	B.Tech-CE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu 600119 Phone: 044 2450 9532	3.60

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
19	18481A01A3	Narisetti Tarun Teja	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16
20	18481A01B0	Rajulapati Narendra Babu	B.Tech-CE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana 500096	4.00
21	18481A01B3	Vunnam Rohith Joel	B.Tech-CE	ELEATION Office number 9, 3rd floor, pentium residency, near Bank of Maharashtra, Bavdhan, Pune, Maharashtra 411021	2.40
22	18481A01B4	Vijay Vuyyuru	B.Tech-CE	Virtusa Sy No.115, Nanakramguda Village, Serilingampally Mandal, Hyderabad, Telangana 500032 Phone: 040 4452 8000	4.00
23	19485A0104	Atmuri Sai Narendra Kumar	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
24	19485A0108	Bheemavarapu Subrahmanyam	B.Tech-CE	Moldtek Moldtek Technologies, Plot No.700, Rd Number 36, beside Talwar Hyundai Showroom, Aditya Enclave, Venkatagiri, Jubilee Hills, Hyderabad, Telangana	2.40
25	19485A0109	Bokinala Vamsi	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16
26	19485A0110	Chilakanti Balanagasai Kumar	B.Tech-CE	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.16
27	19485A0130	K Tejaswini	B.Tech-CE	Milekal 624, Anna Salai, Thousand Lights West, Thousand Lights, Chennai, Tamil Nadu 600006	3.30
28	19485A0133	Mamilla Mounika	B.Tech-CE	Moldtek Moldtek Technologies, Plot No.700, Rd Number 36, beside Talwar Hyundai Showroom, Aditya Enclave, Venkatagiri, Jubilee Hills, Hyderabad, Telangana	2.40

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
29	19485A0141	Poosa Ramsai	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
30	19485A0146	Rimmanapudi Yaswanth Kumar	B.Tech-CE	Moldtek Moldtek Technologies, Plot No.700, Rd Number 36, beside Talwar Hyundai Showroom, Aditya Enclave, Venkatagiri, Jubilee Hills, Hyderabad, Telangana	2.40
31	19485A0149	Shaik Khaja Moinuddin	B.Tech-CE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0121	4.00
32	19485A0152	Singamaneni Guna Sindhu Priya	B.Tech-CE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	4.20
33	18481A0201	Achalla Hymavathi	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0190	3.50
34	18481A0202	Ajjanapudi Siva Sesha Sainadh	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
35	18481A0203	Aluri Supriya	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0000	4.02
36	18481A0204	Anumukonda Naga Pavan Chandu	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0191	3.50
37	18481A0205	Avisana Pravallika	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
38	18481A0206	Badugu Vijay Kumar	B.Tech-EEE	Grasko Solutions, 29th Main Road, BTM Layout 2nd Stage, Bangalore - 560076, Karnataka, India	3.00
39	18481A0208	Barma Ravi Kumar	B.Tech-EEE	KPIT Technologies Limited 5, Madhapur Rd, Guttala_Begumpet, Kavuri Hills, Madhapur, Hyderabad, Telangana 500081	4.00
40	18481A0209	Bavisetti Naga Veera Venkata Sudheer	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
41	18481A0211	Beeram Jyothsna Naga Sri	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02
42	18481A0214	Boreddy Bhargava	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
43	18481A0216	Chopparapu Bindu Sri Venkata Sai Lakshmi	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
44	18481A0217	Chebrolu Supraja	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai	3.00
45	18481A0218	Chinimilli Ganesh Lakshmi Narasimha	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
46	18481A0220	Chundru Mohan Krishna	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0326	3.50
47	18481A0221	Damisetti Anand Kumar	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
48	18481A0226	Dommeti Ganesh	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
49	18481A0232	Kadavakollu Bala Subrahmanyam	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
50	18481A0237	Kavuluri Sahith	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0347	3.50
51	18481A0238	Kodali Ajay Babu	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0194	3.50
52	18481A0240	Kolagatla Venkata Sivareddy	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu	3.00

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
53	18481A0241	Kolla Dharma Teja	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
54	18481A0242	Kolluri Revanth	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0195	3.50
55	18481A0243	Kolusu Rajesh	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02
56	18481A0246	Kona Satish	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamilnadu	3.00
57	18481A0247	Korlapati Gayathri Devi	B.Tech-EEE	Larsen & Toubro Limited, Construction Transportation Infrastructure Landmark 'B', Ground Floor, 3rd, 5th & 6th Floors, Suren Road, Off. Andheri - Kurla Road, Andheri (E), Mumbai - 400093, India	4.78
58	18481A0248	Kosireddy Tagore Rao	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
59	18481A0249	Kosuru Reshma	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0197	3.50
60	18481A0250	Kotari Yedukondala Naga Sai Vinay	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02
61	18481A0251	Kothalanka Mohan Kumar	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
62	18481A0253	Kunapareddy Aditya Sai Ram	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00
63	18481A0254	Kundeti Lakshmi Sai	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
64	18481A0255	Kuricheti Aditya	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
65	18481A0256	Kusam Teja Sri	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0200	3.50
66	18481A0261	Manne Sai Lakshman	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu	3.00
67	18481A0262	Mekala Naveen Babu	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02
68	18481A0265	Mohammed Ali	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
69	18481A0267	Narra Gopi Chand	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02
70	18481A0268	Nerusu Vijay Kumar	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
71	18481A0271	Penjerthi Salomi	B.Tech-EEE	KPIT Technologies Limited 5, Madhapur Rd, Guttala_Begumpet, Kavuri Hills, Madhapur, Hyderabad, Telangana	2.43
72	18481A0272	Potti Venkata Sai	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
73	18481A0275	Rajulapati Venkata Sai	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
74	18481A0279	Sanaka Satyanarayana	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00
75	18481A0280	Sandaka Chaitanya Kumar	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
76	18481A0281	Sayala Meghana Rani	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
77	18481A0282	Sayyad Ibrahim	B.Tech-EEE	CSS Corp 7th & 8th Floor, Block A6, Shriram The Gateway, #16, GST Road, Perungalathur Chennai Phone: 044 6104 1801	3.20
78	18481A0284	Syed Suleman	B.Tech-EEE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana	4.00
79	18481A0286	Talari Pavani	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu	3.00
80	18481A0287	Tavva Gayathri	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
81	18481A0290	Turlapati Seshasai Srilekha	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
82	18481A0292	Unnam Sravya	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
83	18481A0294	Vanamala Gayathri	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
84	18481A0297	Yakkati Revathi	B.Tech-EEE	Cognizant Technology Solutions - GENC C9PM+JPF, Madhapur, Hyderabad, Telangana	4.02
85	18481A0298	Yarra Siva Raj	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
86	19485A0201	Daram Vinay	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu	3.00
87	19485A0202	Pothuraju Kanaka Vijayalakshmi Vigneswari	B.Tech-EEE	KPIT Technologies Limited 5, Madhapur Rd, Guttala_Begumpet, Kavuri Hills, Madhapur, Hyderabad, Telangana	2.43
88	19485A0203	Angadala Naga Hemanth	B.Tech-EEE	Multiplier Technologies India Private Limited BRIGADE GATEWAY, Unit No 2201, Malleshwaram, Bengaluru, Karnataka	4.70
89	19485A0205	Mopidevi Naga Dora Babu	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00
90	19485A0207	Sriparthi Vijay Kumar	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
91	19485A0215	Bollavarapu Lakshmana Babu	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu	3.00
92	19485A0216	Alibilli Bhavani	B.Tech-EEE	iLenSys Technologies Private Limited 8-2-293/82/2/231/ABC, MLA Colony, Banjara Hills, Hyderabad, Telangana	4.20
93	19485A0224	Bonthu Gopi Reddy	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00
94	19485A0225	Desaboyina Bhanu Chandar	B.Tech-EEE	Grasko Solutions, 29th Main Road, BTM Layout 2nd Stage, Bangalore - 560076, Karnataka, India	3.00
95	19485A0227	Kurrala Puneeth	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00
96	19485A0229	Bejjam Ratna Kumar	B.Tech-EEE	Dadu Enterprises Building No. 2423/29, Surekha Building, Chandni Chowk, Delhi	2.82

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
97	19485A0230	Gudidi Sai Kumar	B.Tech-EEE	KPIT Technologies Limited 5, Madhapur Rd, Guttala_Begumpet, Kavuri Hills, Madhapur, Hyderabad, Telangana 500081	2.43
98	19485A0233	Kummarikumtla Satya Sai	B.Tech-EEE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana	4.25
99	19485A0236	Rayapalli Hema Latha	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0352	3.50
100	19485A0237	Vudiga Shanmukha Sri Valli	B.Tech-EEE	CSS Corp 7th & 8th Floor, Block A6, Shriram The Gateway, #16, GST Road, Perungalathur Chennai Phone: 044 6104 1801	3.20
101	19485A0240	Gunji Usha Sri	B.Tech-EEE	Infinite Computer Solutions Unit No 45, Block 3, SDF Phase - 1,, Madras Export Processing Zone, Tambaram, Chennai, Tamil Nadu	4.50
102	19485A0221	Kancherla Naga Durga Rao	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
103	19485A0242	Kothagundu Kiran Sai Naga Venkata Praveen	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0285	3.50
104	19485A0244	Gidda Vasundhara Devi	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00
105	19485A0245	Dharmavarapu Sai Kumar	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
106	19485A0247	Kareem Khan	B.Tech-EEE	Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu	3.00
107	19485A0248	Bollepogu Narendra	B.Tech-EEE	KPIT Technologies Limited 5, Madhapur Rd, Guttala_Begumpet, Kavuri Hills, Madhapur, Hyderabad, Telangana 500081	2.43
108	19485A0249	Uppalapu Hima Bindu	B.Tech-EEE	Uicloud, Sri Harsha icon, Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana-500032.	2.00

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
109	19485A0251	Anantha Sivaseshu	B.Tech-EEE	CGI Information Systems and Management Consultants Pvt. Ltd. E.city, Tower 2, No.95/1 & 95/2, Electronic City, Phase I (West) Bangalore	3.50
110	17481A02B2	Kunduru Harish	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0190	3.50
111	19485A0256	Dokku Hema Govardhan Rao	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
112	19485A0261	Ravulapalli Chandrika	B.Tech-EEE	Ivis International private limited,6th floor,Dallas Center, Hitech City Main Rd, Silpa Gram Craft Village,Near My Home Bhooja, Madhapur, Rai Durg, Telangana	2.40
113	18481A0219	Chongala Ganapathi	B.Tech-EEE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4.00
114	19485A0263	Bandela Eeswar	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0286	3.50

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
115	18481A0269	Pagolu Mahitha	B.Tech-EEE	Multiplier Technologies India Private Limited BRIGADE GATEWAY, Unit No 2201, Malleshwaram, Bengaluru, Karnataka	4.70
116	18481A0277	Sabinkar Indrani	B.Tech-EEE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana	3.36
117	18481A0285	Talari Bhanu Prakash	B.Tech-EEE	Vistex Asia-Pacific Private Limited 1-90/B/C/4/A, 3rd Floor, DSR Corporate Centre, Plot No 1&2, Patrika Nagar, Madhapur, Telangana	4.50
118	18481A0230	Gummadi Chandu	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
119	18481A0231	Jujjuvarapu Praveen Joshi	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
120	18481A0245	Kommu Vijay Kumar	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
121	18481A0291	Ummanaboyina Gopi Krishna	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
122	19485A0204	Bethapudi Rajkamal	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
123	19485A0208	Tati Suresh Krishna	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
124	19485A0210	Chinnam Kamalesh Kumar	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
125	19485A0212	Kandula Vamsi Krishna	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
126	19485A0213	Sakala Sampath Kumar	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
127	19485A0217	Mohammad Salamthulla	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
128	19485A0228	Kondaveeti Manikanta	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
129	19485A0232	Shaik Nadeem	B.Tech-EEE	TVS Motor Company "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006.	2.20
130	18481A0266	Mokkalakathi Poornima	B.Tech-EEE	Yamaha Motor Electronics India Pvt Ltd Plot No. VV2, SIPCOT Industrial Park, Vallam Vadagal Village, Echoor Post, Sriperumbudur Taluk, Kanchipuram Dist., - 631604, Tamilnadu	2.50
131	18481A0225	Dokku Vara Lakshmi	B.Tech-EEE	Yamaha Motor Electronics India Pvt Ltd Plot No. VV2, SIPCOT Industrial Park, Vallam Vadagal Village, Echoor Post, Sriperumbudur Taluk, Kanchipuram Dist., - 631604, Tamilnadu	2.50
132	18481A0234	Kalapala Siva Jyotsna	B.Tech-EEE	Yamaha Motor Electronics India Pvt Ltd Plot No. VV2, SIPCOT Industrial Park, Vallam Vadagal Village, Echoor Post, Sriperumbudur Taluk, Kanchipuram Dist., - 631604, Tamilnadu	2.50

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
133	19485A0218	Modugumudi Harika	B.Tech-EEE	Yamaha Motor Electronics India Pvt Ltd Plot No. VV2, SIPCOT Industrial Park, Vallam Vadagal Village, Echoor Post, Sriperumbudur Taluk, Kanchipuram Dist., - 631604, Tamilnadu	2.50
134	19485A0226	Matta Yugandhar Babu	B.Tech-EEE	Ivis International private limited,6th floor,Dallas Center, Hitech City Main Rd, Silpa Gram Craft Village,Near My Home Bhooja, Madhapur, Rai Durg, Telangana 500032	2.40
135	19485A0241	Korampalli Ashok	B.Tech-EEE	Ivis International private limited,6th floor,Dallas Center, Hitech City Main Rd, Silpa Gram Craft Village,Near My Home Bhooja, Madhapur, Rai Durg, Telangana 500032	2.40
136	19485A0259	Banavathu Syam Nayak	B.Tech-EEE	Ivis International private limited,6th floor,Dallas Center, Hitech City Main Rd, Silpa Gram Craft Village,Near My Home Bhooja, Madhapur, Rai Durg, Telangana 500032	2.40
137	18481A0215	Burugupalli Jayachandra Chowdary	B.Tech-EEE	Ivis International private limited,6th floor,Dallas Center, Hitech City Main Rd, Silpa Gram Craft Village,Near My Home Bhooja, Madhapur, Rai Durg, Telangana 500032	2.40

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
138	18481A0224	Dodda Lathanjali	B.Tech-EEE	Ivis International private limited,6th floor,Dallas Center, Hitech City Main Rd, Silpa Gram Craft Village,Near My Home Bhooja, Madhapur, Rai Durg, Telangana 500032	2.40
139	18481A0228	Guduru Yaswanth Siva Sai Teja	B.Tech-EEE	Grasko Solutions, 29th Main Road, BTM Layout 2nd Stage, Bangalore - 560076, Karnataka, India	3.00
140	18481A0264	Mohammad Althaf Raza Hussain	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0190	3.50
141	18481A0299	Yelisetty Ashok	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0190	3.50
142	19485A0222	Kurra Gopi Kishore	B.Tech-EEE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0190	3.50
143	18481A0302	Abdul Abid	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
144	18481A0305	Allam Venkatesh	B.Tech -ME	SRI BHAVANI METALS PVT LTD. Hyderabad.	1.44

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
145	18481A0307	Ambati Ganesh Babu	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
146	18481A0308	Appalakutti Vamsi Krishna	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
147	18481A0309	Aravapalli Lokesh Kumar	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
148	18481A0310	A Bhanu Syam Kumar	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
149	18481A0313	Bandaru Srinivas	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
150	18481A0315	Battula Mahesh Babu	B.Tech -ME	Nvh india auto parts private limited penukonda, andhra pradesh	1.66
151	18481A0316	Bezawada Govardhan Rao	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
152	18481A0317	Bodipogu Pavan Kumar	B.Tech -ME	ITORQ India Pvt. Ltd. Kondapur, Hyderabad.	1.92
153	18481A0318	Borra Sai Mahesh	B.Tech -ME	CTS GENC 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097	4
154	18481A0320	Cheboyina Sai Sri Charan	B.Tech -ME	JP Vend Tech Private Limited Banaswadi, Bengaluru, Karnataka.	1.63
155	18481A0322	Chenna Sai Ram Kumar	B.Tech -ME	L & T (L&T House, N.M.Marg, Ballard Estate, Mumbai - 400001. INDIA)	5
156	18481A0323	Cherukuvada Neeraj Ram	B.Tech -ME	Kalyani Technoforge Pune.	1.44
157	18481A0324	Chimma Sanjay Kiran	B.Tech -ME	Cognizant (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4
158	18481A0326	Chunduru Subrahmanya Kumar	B.Tech -ME	SRI BHAVANI METALS PVT LTD. Jeedimetla Hyderabad.	1.92

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
159	18481A0327	Dagani Anil	B.Tech -ME	ITORQ India Pvt. Ltd Kondapur, Hyderabad.	1.92
160	18481A0330	Dasari Rakesh	B.Tech -ME	Nvh india auto parts private limited penukonda, Andhra Pradesh	1.66
161	18481A0331	Dasari Teja kumar	B.Tech -ME	Cognizant	4
162	18481A0332	Degala Hari Sai Teja	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
163	18481A0334	Duddu Teja Sai Praveen	B.Tech -ME	Kalyani Technoforge Pune.	1.44
164	18481A0336	Ede Sandeep	B.Tech -ME	Atharva Industrial Equipments Pune- Maharastra	2.16
165	18481A0338	Geddam Praveen Reddy	B.Tech -ME	CTS GENC (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
166	18481A0341	Goriparthi Prem Kumar	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
167	18481A0342	Goriparthi Venkata Swamy	B.Tech -ME	SRI BHAVANI METALS PVT LTD. Jeedimetla Hyderabad.	1.44
168	18481A0344	Gudiguntla Vijay	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
169	18481A0348	Idamakanti Brahma Reddy	B.Tech -ME	Incap Engineering Services Nidamanur, Vijayawada,	1.56
170	18481A0351	J B Lakshmi Venkata Ganesh	B.Tech -ME	QuestGlobal (AEQUS Special Economic Zone, Plot No.2 Hattaragi village, Hukkeri Taluk, Bangaum KA 591245 INCIN: U74900KA2014PTC076219	3
171	18481A0353	Iluri Mounika	B.Tech -ME	SAFRAN GTE (Plot 6(3), GMR Aerospace & Industrial Park, GMR Hyderabad Aviation SEZ Limited Mamidipalli Village, Shamshabad Mandal, Dist, Hyderabad, Telangana 500108	4
172	18481A0357	Kandala Rohith	B.Tech -ME	WIPRO (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
173	18481A0361	Kareti Ajay Babu	B.Tech -ME	ENVision (#913. 9th floor, Manjeera Trinity Corporate Building, KPHB, Phase 3, Kukatpally, Telangana-500072	2
174	18481A0362	Katam Samuel Morris	B.Tech -ME	Cognizant (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4
175	18481A0364	Katikina Taraka Siva Durgha Rao	B.Tech -ME	Carigar power tools Hyderabad.	1.92
176	18481A0365	Kattepogu Dileep	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
177	18481A0366	Katuri Sai Kiran	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
178	18481A0367	Khizarur Rahaman	B.Tech -ME	Infosys (INFOSYS LIMITED CIN: L85110KA1981PLC01311544 , Infosys Avenue, Electronics City, Hosur Road, Bangalore 560 100, India)	3.6
179	18481A0369	Koduru Vinay Prasanth	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
180	18481A0371	Kolusu Naga Vijaykumar	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
181	18481A0373	Kota Venkata Pavan Teja	B.Tech -ME	L & T (L&T House, N.M.Marg, Ballard Estate, Mumbai - 400001. INDIA)	6
182	18481A0376	Kovvali Rakesh	B.Tech -ME	Nvh india auto parts private limited penukonda, Andhra Pradesh	1.66
183	18481A0377	Mahali Gireesh Varma	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
184	18481A0378	Mahammad Iqbal	B.Tech -ME	ITORQ India Pvt. Ltd.Kondapur.	1.92
185	18481A0379	Makkena Leela Harish	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
186	18481A0383	Mallempalli John Ebenazar	B.Tech -ME	CTS GENC (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
187	18481A0384	Mannem Lohith Balaji	B.Tech -ME	Carigar power tools Hyderabad.	1.92
188	18481A0385	M Yaswanth Naga Venkat	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
189	18481A0386	Meeniga Naveen Kumar	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
190	18481A0388	Mekala Rahul	B.Tech -ME	Nvh india auto parts private limited penukonda, Andhra Pradesh	1.66
191	18481A0389	Moka Tarun Kumar	B.Tech -ME	SRI BHAVANI METALS PVT LTD. Jeedimetla Hyderabad.	1.44
192	18481A0390	Motupalli Pradeep	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
193	18481A0392	Murala Aswini Gowd	B.Tech -ME	Incap Engineering Services Nidamanur, Vijayawada.	1.56

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
194	18481A0393	Mutyala B V V Vinaybabu	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
195	18481A0394	Naidu Lokesh	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
196	18481A0395	Naraharisetty Tanishq	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
197	18481A0396	Naru Sivareddy	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
198	18481A0397	Nerusu Yaswanth Babu	B.Tech -ME	Kalyani Technoforge Pune.	1.44
199	18481A0398	N Kesava Sai Murali Krishna	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
200	18481A0399	Noora Sai Krishna	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
201	18481A03A1	Pothana Yamini	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
202	18481A03A3	Padala Chaitanya Kumar	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
203	18481A03A4	P Veera Narasimha Murthy	B.Tech -ME	CTS GENC (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4
204	18481A03A5	Pasupuleti V V S Narasimha Prakash	B.Tech -ME	Kalyani Technoforge Pune.	1.44
205	18481A03A6	Patapati Ramesh	B.Tech -ME	Incap Engineering Services Nidamanur, Vijayawada.	1.56
206	18481A03A7	Peketi Karthik Reddy	B.Tech -ME	ITORQ India Pvt. Ltd. Kondapur, Hyderabad.	1.92
207	18481A03B0	Presingu Sai	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
208	18481A03B2	Pullagura Manoj Kumar	B.Tech -ME	Incap Engineering Services Nidamanur, Vijayawada.	1.56
209	18481A03B3	Pulletikurthi Kanaka Venkata Sai Priyatham	B.Tech -ME	Carigar power tools Hyderabad.	1.92
210	18481A03B5	Putluri Ram Mohan Reddy	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
211	18481A03B6	R Kranthi Kumar	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
212	18481A03B7	Rajulapati Sri Ram	B.Tech -ME	ITORQ India Pvt. Ltd. Hyderabad.	1.92
213	18481A03B9	Ramani Sai Naga Raju	B.Tech -ME	Carigar power tools Hyderabad.	1.92
214	18481A03C1	Rejeti Sri Ram	B.Tech -ME	Cognizant (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
215	18481A03C3	Sajjala Krishna Teja	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
216	18481A03C6	Saripalli Dinesh Reddy	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
217	18481A03C8	Shaik Barkathali	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
218	18481A03C9	Singavarapu Chandu	B.Tech -ME	WIPRO (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
219	18481A03D0	Swarna Naga Venkata Manikanta	B.Tech -ME	SRI BHAVANI METALS PVT LTD. Jeedimetla Hyderabad.	1.44
220	18481A03D2	Tadanki Bhargav Teja	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
221	18481A03D3	Thota Naga Aravind	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
222	18481A03D4	Thota Siva Sankar	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
223	18481A03D5	Turaga Krishna Koushik	B.Tech -ME	CTS GENC (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4
224	18481A03D6	Vannemreddy Siva Kanth	B.Tech -ME	WIPRO (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	3.5
225	18481A03D8	Vasa Venkata Aravind	B.Tech -ME	VIRTUSA (Sy No.115, Nanakramguda Village, Serilingampally Mandal, Hyderabad, Telangana 500032(	5
226	18481A03E0	Vekanuru Bala Vamsi	B.Tech -ME	ITORQ India Pvt. Ltd. Hyderabad.	1.92
227	18481A03E1	Vemireddy Akhil	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
228	18481A03E2	V Basva Sri Sai Nagendhra	B.Tech -ME	CTS GENC (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 6000097)	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
229	18481A03E5	Y Gnanendra Vamsi	B.Tech -ME	Wipro NTH (Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035)	4.2
230	19485A0303	Chinta Veera Venkata Subrahmanyam	B.Tech -ME	Carigar power tools Hyderabad.	1.92
231	19485A0304	Gugulothu Naveen Naik	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
232	19485A0305	Adothu Eshwar	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
233	19485A0309	Kalidindi Rakesh	B.Tech -ME	Nvh india auto parts private limited penukonda, Andhra Pradesh	1.66
234	19485A0312	Jakkula Mahesh	B.Tech -ME	CTS GENC (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097)	4
235	19485A0314	Kolukula Jaya Naga Chaitanya	B.Tech -ME	CTS GENC (115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097)	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
236	19485A0317	Srikakulam Veera V Durga Prasad	B.Tech -ME	SRI BHAVANI METALS PVT LTD. Jeedimetla Hyderabad.	1.44
237	19485A0321	Chepala Appalaraju	B.Tech -ME	Incap Engineering Services Nidamanur, Vijayawada.	1.56
238	19485A0322	Pinjala Yogesh Siva Purna	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
239	19485A0324	Nimmalapalli V S Sricharan	B.Tech -ME	Carigar power tools Hyderabad.	1.92
240	19485A0326	Shaik Riyaz	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
241	19485A0328	Sobbana Chandrahass Joshi	B.Tech -ME	SRI BHAVANI METALS PVT LTD. Jeedimetla Hyderabad.	1.44
242	19485A0330	Vaka Surya Ravi Teja	B.Tech -ME	Kalyani Technoforge Pune.	1.44

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
243	19485A0332	Vujji Dharmendra Sai Kumar	B.Tech -ME	Nishanth Mouldings PVT Ltd Sunkadakatte, Banglore Karnataka.	2.23
244	19485A0333	Shaik Azaruddin	B.Tech -ME	TCS (Deccanoark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081)	2.5
245	19485A0334	Nalluri Vinodh	B.Tech -ME	TVS, SIPCOT Indudtrial complex Gummidipondi-601201	2.2
246	19485A0315	BHEEMAVARAPU NAGA LAKSHMI	B.Tech -ME	Yamaha Motor electrnics india Pvt ltd perambur	1.87
247	19485A0316	PANDRAJU VIJAYA SRI	B.Tech -ME	Yamaha Motor electrnics india Pvt ltd perambur	1.87
248	18481A0401	Abdul Javeed	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
249	18481A0402	Addanki Keerthi Vardhan	B.Tech-ECE	Vistex India Pvt Ltd.,madhapur,Hyderabad	3

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
250	18481A0403	Akasapu Durga Prasad	B.Tech-ECE	Capgemini, Pune, India	4.5
251	18481A0404	Alluri Chandu	B.Tech-ECE	Wipro NTH, Bangalore	3.5
252	18481A0405	Angadala Pujitha	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
253	18481A0406	Appana Durga Praneetha	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
254	18481A0408	Avanigadda Charani	B.Tech-ECE	Zensar Technologies Limited, Zensor Knowledge Park, Plot. No. 4, Off Nagar Road, Pune	4
255	18481A0409	Bandaru Rajya Lakshmi	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3
256	18481A0410	Bandarupalli Nithin Sai Kumar	B.Tech-ECE	Kaptius,HITEC CITY, HYDERABAD	6

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
257	18481A0411	Bandreddi Naga Lakshmi Prasanna	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
258	18481A0412	Bathula Roopa Sree Chowdary	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
259	18481A0413	Bejavada Lakshmi Yeswanth	B.Tech-ECE	Zensar Technologies Limited, Zensor Knowledge Park, Plot. No. 4, Off Nagar Road, Pune	4
260	18481A0414	Bethapudi Likith Sai	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
261	18481A0415	Bevara Pavan Kumar	B.Tech-ECE	Hexaware Technologies Ltd, TTC Industrial Area, Mahape, Navi, Mumbai	4
262	18481A0416	Bhatraju Mukundapriya	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
263	18481A0419	Boddu Ravindra Babu	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
264	18481A0420	Boppudi Bhavya	B.Tech-ECE	HCL Technologies, Bengaluru India	4.6
265	18481A0421	Borra Jahnavi	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3
266	18481A0422	Botla Yogi	B.Tech-ECE	JIO,Ambawadi,ahmedabad.	3
267	18481A0423	Brundavanam Pavan Kumar	B.Tech-ECE	Hexaware Technologies Ltd, TTC Industrial Area, Mahape, Navi, Mumbai	4
268	18481A0424	Chakka Srilakshmi Sowmya	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
269	18481A0425	Chalamalasetti Balasai Subba Rao	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
270	18481A0426	Challa Bhavitha	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
271	18481A0427	Challagundla Vamsi Krishna	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
272	18481A0428	Chandu Kavyasree	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
273	18481A0429	Chebattina Manasa	B.Tech-ECE	Pentagonspace,bangalore.	3.6
274	18481A0430	Cheboina Bindu Sai Prasanna	B.Tech-ECE	CSS Corp ,Ambattur,chennai	3
275	18481A0431	Cheboyina Mercy Rani	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
276	18481A0432	Chennamsetti Vennela Sai Harshini	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
277	18481A0433	Chennupati Yaswanth Krishna	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
278	18481A0435	Chiluvollanka Sravan Kumar	B.Tech-ECE	Capgemini, Pune, India	4.5
279	18481A0436	Chimmili Jayasankar	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, India	4
280	18481A0437	Chinta Moulika	B.Tech-ECE	HCL Technologies, Bengaluru India	4.6
281	18481A0439	Chintha Voshal Jayasurya	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
282	18481A0440	Chirakala Saimalavika	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, India	4
283	18481A0441	Choragudi Mamatha	B.Tech-ECE	HCL Technologies, Bengaluru India	4.6
284	18481A0443	Choutapalli Viswa Bharathi	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
285	18481A0445	Darsi Bhavani Sankar	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
286	18481A0446	Dasi Mohan Venkat	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
287	18481A0447	Deekulla Vennela	B.Tech-ECE	CSS Corp	3
288	18481A0448	Devanaboyina Yuvaraju	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
289	18481A0450	Dimmiti Sasidhar	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
290	18481A0451	Doddaka Vedaharshini	B.Tech-ECE	IBM, No.12, Subramanya Arcade, Bannerghatta Road, Bangalore, Karnataka, India - 560029, No.12, Subramanya Arcade, Bannerghatta Road, Bangalore, Karnataka, India - 560029	4
291	18481A0452	Dondapati Giribabu	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
292	19485A0401	Adusumilli Jyothirmai	B.Tech-ECE	HCL Technologies, Bengaluru India	4.6
293	19485A0402	Boppidi Yasasri	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
294	19485A0404	Gudavalli Madhu Latha	B.Tech-ECE	HCL Technologies, Bengaluru India	4.6
295	19485A0405	Konala Vanitha	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
296	19485A0407	Mallula Deepthi	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
297	19485A0408	Muddam Ananya	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
298	19485A0410	Narketmilli Lakshminaga Venkata Susmitha	B.Tech-ECE	HCL Technologies, Bengaluru India	4.6

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
299	19485A0411	Parise Komali	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
300	17481A04J8	Vardhanapu Ravi Teja	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
301	18481A0454	Ede Raja Sri	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
302	18481a0455	Edupuganti Nissi	B.Tech-ECE	Quest Global Engineering Services Private Limited No. 91, 17th Cross Rd, Sector 5, Sector 4, HSR Layout, Bengaluru.	3
303	18481A0456	Elaprolu Lokesh	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
304	18481A0459	Gandham Sai Sivakrishnakumar	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
305	18481A0460	Gangireddy Venkata Sai Chaitanya Reddy	B.Tech-ECE	Fareportal, AddressPlot Number-364, 365 2nd Floor, Golf Course Road, Gurgaon Sector 37 (Near Vipul Tech Square), Gurugram	13.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
306	18481a0461	Garikapati Seetharam Chowdari	B.Tech-ECE	Quest Global Engineering Services Private Limited No. 91, 17th Cross Rd, Sector 5, Sector 4, HSR Layout, Bengaluru.	3
307	18481A0463	Godavarthi Asha	B.Tech-ECE	Infosys, Bengaluru, India	3.6
308	18481A0464	Gollapati Abhilash Mohan	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3
309	18481A0468	Guddanti Ganesh	B.Tech-ECE	MindTree, Bengaluru, India	3.5
310	18481A0471	Gundu Badrinath	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
311	18481A0472	Gunji Venkata Naresh	B.Tech-ECE	HCL Technologies, Bengaluru India	4.6
312	18481A0473	Guntaka Seershveda	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
313	18481A0474	Gutta Jayadeep Sai	B.Tech-ECE	Fareportal, AddressPlot Number-364, 365 2nd Floor, Golf Course Road, Gurgaon Sector 37 (Near Vipul Tech Square), Gurugram	13.2
314	18481A0475	Ijjarati Manikanta	B.Tech-ECE	TCS, Hyderabad	3.3
315	18481A0477	Jalasutram Hynar	B.Tech-ECE	MindTree, Bengaluru, India	3.5
316	18481A0478	Jammalamadaka Venkata Srikanth	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
317	18481A0479	Jampa Ganesh	B.Tech-ECE	Quest Global Engineering Services Private Limited No. 91, 17th Cross Rd, Sector 5, Sector 4, HSR Layout, Bengaluru.	3
318	18481A0480	Janjanam Bhavana	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
319	18481A0481	Jonnalagadda Venkata Dhana Raju	B.Tech-ECE	Infinite, Bengaluru, India	3

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
320	18481A0482	Kadakuditi T N V L S S Prasanth	B.Tech-ECE	Wipro, Hyderabad	3.5
321	18481A0484	Kakunuri Yaswanth	B.Tech-ECE	HCL, Hyderabad	4.6
322	18481A0485	Kalapala Jagadeesh	B.Tech-ECE	HCL, Hyderabad	4.6
323	18481a0486	Kallam Harsha Vardhan Reddy	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
324	18481A0487	Kamarajugadda Phaneeswara Abhiram	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
325	18481a0489	Kanagala Ananth Babu	B.Tech-ECE	TCSNinja, Raveline street, fort Mumbai	3.3
326	18481A0490	Kanagala Nirmagna	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
327	18481A0491	Kanaparthi Lakshmi Indra Latha	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
328	18481A0493	Kanumuri Chandra Kala	B.Tech-ECE	Fareportal, AddressPlot Number-364, 365 2nd Floor, Golf Course Road, Gurgaon Sector 37 (Near Vipul Tech Square), Gurugram	13.2
329	18481A0494	Kanumuri Devesh	B.Tech-ECE	Wipro, Banglore	3.5
330	18481A0496	Kareti Monesh	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
331	18481A04A0	Katuri Manoj	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
332	18481A04A1	Kesana Pavansai	B.Tech-ECE	HCL, Hyderabad	4.6
333	18481A04A3	Koneti Sai Sampath	B.Tech-ECE	HCL, Hyderabad	4.6

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
334	18481A04A4	Kosuri Lakshmi Thirumala	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
335	18481A04A5	Kothapalli Susanth	B.Tech-ECE	Quest Global Engineering Services Private Limited No. 91, 17th Cross Rd, Sector 5, Sector 4, HSR Layout, Bengaluru.	3
336	18481A04A6	Kowthavarapu Lokesh Nagendra Kumar	B.Tech-ECE	HCL, Hyderabad	4.6
337	19485A0412	Allaparthi Bharadwaj	B.Tech-ECE	HCL, Hyderabad	4.6
338	19485A0413	Bezawada Achyuth Kumar	B.Tech-ECE	Wipro, Bengaluru	3.5
339	19485A0414	Bezawada Sri Bala Ayyappa Swamy	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
340	19485A0415	Dokku Sivaji	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
341	19485A0416	Ede Amala Tharun	B.Tech-ECE	Wipro, Bengaluru	3.5
342	19485A0417	Emani Hari Babu	B.Tech-ECE	Wipro, Bengaluru	3.5
343	19485A0418	Kapavarapu Jagadish	B.Tech-ECE	Wipro, Bengaluru	3.5
344	19485A0419	Kunapareddy Sai Prakash	B.Tech-ECE	Fareportal, AddressPlot Number-364, 365 2nd Floor, Golf Course Road, Gurgaon Sector 37 (Near Vipul Tech Square), Gurugram	13.2
345	19485A0422	Nimmagadda Sai Jyothi Sree	B.Tech-ECE	CTS GENC, Chennai	4
346	18481A04A7	Kumbham Harshitha	B.Tech-ECE	HCL, SEZ, SDB5, GF Lab 1 & 2, First and Second Floor, Chennai, Tamilnadu	4.6
347	18481A04A8	Kumpati Meghanadhudu	B.Tech-ECE	Wipro NTH, Bengaluru,India	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
348	18481A04A9	Kumpati Rahul	B.Tech-ECE	Wipro NTH, Bengaluru,India	3.5
349	18481A04B0	Kunam Ganesh Manoj Kumar Reddy	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
350	18481A04B1	Kunapareddy Sai Bhargav	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
351	18481A04B2	Kunkunuru Veeranjaneyulu	B.Tech-ECE	Wipro NTH, Bengaluru,India	3.5
352	18481A04B5	Kurapati Naveen	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
353	18481A04B6	Kurrala Meghana	B.Tech-ECE	HCL, SEZ, SDB5, GF Lab 1 & 2, First and Second Floor, Chennai, Tamilnadu	4.6
354	18481A04B7	Lankapalli B N V Kailash Kumar	B.Tech-ECE	Wipro NTH, Bengaluru,India	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
355	18481A04B8	Loya Kushwanth Vardhan	B.Tech-ECE	Prodapt,5th Floor, HUDA Techno Enclave, HITEC City, Hyderabad, Telangana 500081	3
356	18481A04B9	Loya Naveen Kumar	B.Tech-ECE	HCL, SEZ, SDB5, GF Lab 1 & 2, First and Second Floor, Chennai, Tamilnadu	4.6
357	18481A04C0	Loya Sivani	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3
358	18481A04C1	Madala Sai Kumar	B.Tech-ECE	Prodapt,5th Floor, HUDA Techno Enclave, HITEC City, Hyderabad, Telangana 500081	3
359	18481A04C3	Malla Divya	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
360	18481A04C4	Mamidi Saisrisivamalleswari	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
361	18481A04C6	Mani Challapalli	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
362	18481A04C7	Mareedu Venkata Pavan	B.Tech-ECE	HCL, SEZ, SDB5, GF Lab 1 & 2, First and Second Floor, Chennai, Tamilnadu	4.6
363	18481A04C8	Marepalli Nagarjuna	B.Tech-ECE	HCL, SEZ, SDB5, GF Lab 1 & 2, First and Second Floor, Chennai, Tamilnadu	4.6
364	18481A04C9	Matcha Gowri Venkata Sai Akhil	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
365	18481A04D0	Maturi Ramachandra Sai	B.Tech-ECE	HCL, SEZ, SDB5, GF Lab 1 & 2, First and Second Floor, Chennai, Tamilnadu	4.6
366	18481A04D2	Mekala Suraga Pallavi	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
367	18481A04D3	Modugumudi Aruna	B.Tech-ECE	HCL Technologies, Noida, UP, India	4.6
368	18481A04D4	Mohammad Sharmila	B.Tech-ECE	Infosys - HackwithInfy, Bengaluru, India	3.6

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
369	18481A04D6	Morla Amulya	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
370	18481A04D7	Mothukuri Jahnavi	B.Tech-ECE	Wipro NTH, Bengaluru,India	3.5
371	18481A04D8	Mudili Likhitha Parameswari	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
372	18481A04D9	Mullagiri Pavan Rohithgandhi	B.Tech-ECE	Wipro NTH, Bengaluru,India	3.5
373	18481A04E1	Musunuri Sindhu	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
374	18481A04E4	Nakka Geetha Sri Sai Kiran	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
375	18481A04E6	Nandula Sruthi	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
376	18481A04E8	Nannapaneni Saikiran	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
377	18481A04E9	Natta Mouni	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
378	18481A04F0	Navuluri Pavani	B.Tech-ECE	WiproTnxt, Bengaluru,India	3.5
379	18481A04F1	Nidumolu Naga Sravani	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
380	18481A04F2	Nimmagadda Sai Prathyusha	B.Tech-ECE	Phenom People, M.P. Tech park, White fields Road, Kondapur Road, Hyderabad.	9
381	18481A04F3	Nunna Yamini Geetha	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
382	18481A04F4	Palakurthy Vinay	B.Tech-ECE	Quest Global Engineering Services Private Limited No. 91, 17th Cross Rd, Sector 5, Sector 4, HSR Layout, Bengaluru.	4.6

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
383	18481A04F6	Pamu Divya	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
384	18481A04F7	Pandi Likitha	B.Tech-ECE	Phenom People, M.P. Tech park, White fields Road, Kondapur Road, Hyderabad.	9
385	18481A04F9	Pantala Manvitha	B.Tech-ECE	Wipro NTH, Bengaluru,India	3.5
386	18481A04G0	Parasa Siva Sankar	B.Tech-ECE	Infinite, Bengaluru, India	3
387	18481A04G1	Parella Mahesh Babu	B.Tech-ECE	Phenom People, M.P. Tech park, White fields Road, Kondapur Road, Hyderabad.	9
388	18481A04G2	Parnam Divya Koti	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
389	18481A04G3	Pothini Dhanush Raj	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
390	19485A0424	Ande Kavya Sri	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
391	19485A0425	Chandana Suguna Sri	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4
392	19485A0427	Kuna Sai Ganesh	B.Tech-ECE	Wipro NTH, Bengaluru	3.5
393	19485A0432	Pathan Shabbir Khan	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3
394	19485A0433	Shaik Nadeem	B.Tech-ECE	HCL Technologies, Noida, UP, India	4.6
395	18481A04G4	Parise Harichandana	B.Tech-ECE	Wipro NTH, Bangalore, India	3.5
396	18481A04G8	Pillamgolla Akhil	B.Tech-ECE	CTS GENC, DLF Cyber city, PHB Colony, Gachibowli, Andhrapradesh	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
397	18481A04H1	Polukonda Venkata Sri Lekha	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
398	18481A04H2	Purihella Amrutha	B.Tech-ECE	Zensar Technologies Limited, Zensor Knowledge Park, Plot. No. 4, Off Nagar Road, Pune	4
399	18481A04H4	Raghumanda Naga Yasaswinidevi	B.Tech-ECE	Phenom People, M.P. Tech park, White fields Road, Kondapur Road, Hyderabad.	9
400	18481A04H5	Rajakumar Vardhil Kumar	B.Tech-ECE	Infinite, Bengaluru, India	3
401	18481A04H6	Rajolu Gopi Raju	B.Tech-ECE	HCL Technologies, Noida, UP, India	4.6
402	18481A04H7	Ravula Mani Sagar	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
403	18481A04H8	Ravuri Gowthami	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
404	18481A04H9	Rebba Nagaraju	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	3.36
405	18481A04I0	Redrowthu Sohith Sriram	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.3
406	18481A04I2	Remala Kuladeep Gopi Krishna	B.Tech-ECE	HCL Technologies, Bengauru India	4.6
407	18481A04I3	Sadhu Reshma	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
408	18481A04I5	Sappa Mano Harsha	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
409	18481A04I6	Saripalli Renusri	B.Tech-ECE	YAMAHA, Chennai, India	3
410	18481A04I7	Satya Kartheek Devanaboina	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
411	18481A04I8	Shabana	B.Tech-ECE	TCS Ninja, Tata Consultancy Services Limited, Hyderabad, India	3.3
412	18481A04I9	Shafiya Sulthana	B.Tech-ECE	Infosys - HackwithInfy, Bengaluru, India	3.6
413	18481A04J1	Shaik Arifunnisa	B.Tech-ECE	MindTree, Bengaluru, India	3.5
414	18481A04J2	Shaik Dilshad	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
415	18481A04J3	Shaik Fayaz Ahmed	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
416	18481A04J4	Shaik Shahin	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
417	18481A04J5	Shaik Sravani	B.Tech-ECE	Tech Mahindra, Hitech City Layout, Madhapur, Hyderabad, India	3.25

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
418	18481A04J6	Shoaib Hussain	B.Tech-ECE	MindTree, Bengaluru, India	3.5
419	18481A04J7	Sirigiri Prasanthi	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
420	18481A04J8	Somagani Vineela	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
421	18481A04K1	Sriram Lakshmi Venkata Bala Vasavi Mahitha	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4
422	18481A04K2	Sunkara Anudeep Reddy	B.Tech-ECE	Tech Mahindra, Hitech City Layout, Madhapur, Hyderabad, India	3.25
423	18481A04K3	Sunkara Pavan Kalyan	B.Tech-ECE	Hexaware Technologies Ltd, TTC Industrial Area, Mahape, Navi, Mumbai	4
424	18481A04K7	Thammu Oma Sree	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
425	18481A04K8	Thokala Priyanka	B.Tech-ECE	YAMAHA, Chennai, India	3
426	18481A04K9	Thota Lakshmi Prasanna	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
427	18481A04L0	Tirumala Gudimella Sai Srinivas	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
428	18481A04L1	Tummalapalli Prabhulalitha	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
429	18481A04L3	Vadakeparambil Manu Shaji	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
430	18481A04L4	Vakkalagadda Hemanth Sri Manikanth	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
431	18481A04L5	Vallabhasetti Bhanu Poojitha	B.Tech-ECE	Mphasis Learning Acedmy, Morgan's Gate, Mangalore, India	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
432	18481A04L6	Vallabhuni Padmini	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
433	18481A04L8	Veeravalli Vinaykumar	B.Tech-ECE	Quest Global Engineering Services, AEQUS Special Economic Zone, Hattaragi Village, Hukkeri Taluk, Belgaum	3
434	18481A04L9	Velivela Veera Venkata Pavan	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
435	18481A04M1	Vemuru Aravind	B.Tech-ECE	WiproTnxt, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
436	18481A04M6	Vutukuri Syam Chaithanya	B.Tech-ECE	Wipro NTH, Doddakannelli, Sarjapur Road, Bengaluru, India	3.5
437	18481A04M7	Yakkati Jaya Sri	B.Tech-ECE	Applied Intelligence Semiconductor Private Limited, Bengaluru, India	3
438	18481A04M8	Yarlagadda Vikhitha	B.Tech-ECE	Infosys, Bengaluru, India	3

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
439	18481A04M9	Yarramsetti Mohana Naga Sri Rama Krishna	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
440	18481A04N0	Yarramsetti Naga Pavan	B.Tech-ECE	CTS GENC, #5/535, Old mahaballiburam Road, Thorapakkam, Chennai, Tamilnadu	4
441	18481A04N1	Yarramsetty Naga Lakshmi	B.Tech-ECE	YAMAHA, Chennai, India	3
442	18481A0501	Abdul Haleem	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4
443	18481A0502	Adapa Sri Lakshmi Sai Niharika	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
444	18481A0503	Akunuri Sandhya Rani	B.Tech-CSE	Unisoft Global Services Pvt Ltd #115/3, 11th cross, Margosa Road Opposite Kalyan Jewellers, Malleswaram Bangalore, Karnataka – 560003	11.4
445	18481A0504	Akuri Eswar Sravanth	B.Tech-CSE	"Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005"	4.06

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
446	18481A0505	Allam Keerthi	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4
447	18481A0506	Alokam Bhavya	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06
448	18481A0507	Alugu Joyous Brelson	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
449	18481A0508	Anagha Sai Sasidhar	B.Tech-CSE	"Virtusa Sy No.115, Nanakramguda Village, Serilingampally Mandal, Hyderabad, Telangana 500032 Phone: 040 4452 8000"	4
450	18481A0509	Annadata Bala Naga Tirumala Kiran	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
451	18481A0510	Annapureddy Govardhan Reddy	B.Tech-CSE	I base Solutions, Plot No:76 & 76A, Jubilee Enclave, Madhapur, Telangana 500081	6
452	18481A0511	Annavarapu Ravi	B.Tech-CSE	"Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005"	4.06

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
453	18481A0512	Arigi Aneesha	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
454	18481A0513	Athukuri Venkata Pavan Kalyan	B.Tech-CSE	"Phenom People Pvt.Ltd Plot No.5&6, 6th floor, White Field Rd, Kondapur, Telangana 500087"	8
455	18481A0514	Atluri Nishkala	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
456	18481A0516	Atmuri Trinadh Kumar	B.Tech-CSE	Nalin Soft Technologies, NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29	3.5
457	18481A0517	Avanigadda Krishna Vamsi	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
458	18481A0518	Avuru Vasavi Venkata Naga Durga	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	4
459	18481A0519	Baddeti Sivaranjani	B.Tech-CSE	Dhunis Technologies, 4th Floor, #1, MPR Arcade, 98/69/3/5/53/55, beside PresidentDhaba, opposite to Corporate Park, VIP Hills, Silicon Valley, Madhapur, Hyderabad, Telangana 500081	5.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
460	18481A0520	Badithala Sreeharsha	B.Tech-CSE	"MindTree Block No. 6 Divyasree Orion SEZ North Tower 66/1 Accenture Ranga Reddy District Gachibowli Raidurgam, Hyderabad, Telangana 500032 Phone: 040 6723 0000"	4.08
461	18481A0521	Bandaru Venkata Shiva	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"	3.36
462	18481A0522	Bandi Bhargavi	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
463	18481A0523	Batchu Naga Venkata Sai Syamala Sri Lasya	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"	3.36
464	18481A0525	Battu Harish Chandra	B.Tech-CSE	Deck 5 Software Inc., B 99 Sector 63, Himayath Nagar, Hyderabad, telangana, india	7.2
465	18481A0526	Battu Rishitha	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4
466	18481A0527	Bhargavi Karri	B.Tech-CSE	Infinite Computer Solutions Unit No 45, Block 3, SDF Phase - 1,, Madras Export Processing Zone, Tambaram, Chennai, Tamil Nadu 600082	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
467	18481A0528	Bhimavarapu Umakanth	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4
468	18481A0529	Bodi Iswarya	B.Tech-CSE	"Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4
469	18481A0530	Bolla Vasanthi	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
470	18481A0531	Bondalapati Rahul	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
471	18481A0532	Bonguluru Varshitha	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
472	18481A0533	Borra Manju Pavani	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
473	18481A0534	Chaitanya Jyothi Pepeti	B.Tech-CSE	Techware Solutions, Flat No C 101/d, Prasad Enclave, Opposite SBI ATM, Near Tourist Tiffins, Kachiguda-500027.	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
474	18481A0535	Chalamalasetti Sundeep	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	3.5
475	18481A0536	Chalamalasetty Rushitha	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
476	18481A0537	Challagolla Sadhana	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"	3.36
477	18481A0538	Chaparala Jyothsna	B.Tech-CSE	" FIS Global Business Solutions India Private Limited B-7 & B8, 1st Cross Rd, Sai Nagar, Ambattur Industrial Estate, Chennai, Tamil Nadu 600060"	8.64
478	18481A0539	Chappidi Naresh	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
479	18481A0541	Cheemala Pavan Kumar	B.Tech-CSE	Nalin Soft Technologies, NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29	3.5
480	18481A0542	Cheerla Bhuvanesh	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
481	18481A0543	Chepuri Vinay Kumar	B.Tech-CSE	" ITC Infotech India Ltd. No.18, Gate No:1 & 2, Dodda Banaswadi Main Rd, Maruthi Sevanagar, Bengaluru, Karnataka 560010"	4.25
482	18481A0544	Chigurupati Preethi	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
483	18481A0545	Chikkavarapu Keerthi Sai	B.Tech-CSE	"Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005"	4.06
484	18481A0546	Chilla Thunisha	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
485	18481A0547	Chinnam Sowmya	B.Tech-CSE	" ITC Infotech India Ltd. No.18, Gate No:1 & 2, Dodda Banaswadi Main Rd, Maruthi Sevanagar, Bengaluru, Karnataka 560010"	4.25
486	18481A0548	Chinnaparapu Subhash	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
487	18481A0549	Chinni Lakshmi Pallavi	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189" NTH	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
488	18481A0550	Chinthapalli Kartheek Naidu	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06
489	18481A0553	Chittiprolu Jahnavi	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4
490	18481A0555	Chodavarapu Narasimha Asrith	B.Tech-CSE	"Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005"	3.5
491	18481A0557	Damarla Prathyusha	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4
492	18481A0558	Daram Prathima	B.Tech-CSE	Unisoft Global Services Pvt Ltd #115/3, 11th cross, Margosa Road Opposite Kalyan Jewellers, Malleswaram Bangalore, Karnataka – 560003	11.4
493	18481A0560	Darelli Rajakumari	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
494	18481A0561	Dasi Pavan	B.Tech-CSE	"Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu 600119 Phone: 044 2450 9532"	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
495	18481A0562	Deevi Sindhu	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
496	18481A0563	Devalla Venkata Sai Prathyusha	B.Tech-CSE	Dhunis Technologies, 4th Floor, #1, MPR Arcade, 98/69/3/5/53/55, beside PresidentDhaba, opposite to Corporate Park, VIP Hills, Silicon Valley, Madhapur, Hyderabad, Telangana 500081	5.5
497	18481A0564	Devanaboyina Sai Lavanya	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4.01
498	18481A0565	Devi Manogna Meka	B.Tech-CSE	Symphoney Talent, Prestige Terraces, 2nd Floor, 5/1, Union Street, Infantry Road Bangalore Bangalore KA IN 560001.	8
499	18481A0566	Dhanikonda Buddha Bhavani	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
500	18481A0567	Dharala Srividya	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4.01
501	18481A0568	Dharani Sumana Bethapudi	B.Tech-CSE	Techware Solutions, Flat No C 101/d, Prasad Enclave, Opposite SBI ATM, Near Tourist Tiffins, Kachiguda-500027.	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
502	18481A0569	Doddapaneni Sohith Sai	B.Tech-CSE	Nalin Soft Technologies, NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29	3.5
503	18481A0570	Duba Yamini	B.Tech-CSE	Tech Indya IT Services Pvt. Ltd	8.2
504	18481A0571	Dusanapudi Bala Vagdevi	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
505	18481A0572	Gamidi Sowmya	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad 506002	3.5
506	18481A0573	Gangisetty Nikhileswar Rao	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
507	18481A0575	Godavarthi Manideep	B.Tech-CSE	ITC Infotech India Ltd. No.18, Gate No:1 & 2, Dodda Banaswadi Main Rd, Maruthi Sevanagar, Bengaluru, Karnataka 560010	4.25
508	18481A0576	Goli Sri Teja	B.Tech-CSE	"Virtusa Sy No.115, Nanakramguda Village, Serilingampally Mandal, Hyderabad, Telangana 500032 Phone: 040 4452 8000"	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
509	18481A0577	Goriparthi Bhanu Kiran	B.Tech-CSE	Deck 5 Software Inc., B 99 Sector 63, Himayath Nagar, Hyderabad, telangana, india	7.2
510	18481A0578	Gudapati Jaya Priya	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4
511	18481a0579	Gudavalli Chaitanya Teja	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
512	18481A0580	Gudivaka Rajya Lakshmi	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
513	18481A0581	Gudla Asritha	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
514	18481A0582	Gummadi Abhishy	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
515	18481A0583	Gunduboyina Hrithik	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4.01

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
516	18481A0584	Harshitha Sravya Seelam	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4.01
517	18481A0585	Inti Beaulah	B.Tech-CSE	"HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana 500097"	3.58
518	18481A0586	Intipalli Venkata Siva Gananarayana	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06
519	18481A0587	Ishrath	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4.01
520	18481A0589	Jangam Ashwini	B.Tech-CSE	Techware Solutions, Flat No C 101/d, Prasad Enclave, Opposite SBI ATM, Near Tourist Tiffins, Kachiguda-500027.	4
521	18481A0590	Janjanam Lakshmi Sreya	B.Tech-CSE	"MindTree Block No. 6 Divyasree Orion SEZ North Tower 66/1 Accenture Ranga Reddy District Gachibowli Raidurgam, Hyderabad, Telangana 500032 Phone: 040 6723 0000"	4
522	18481A0592	Javangula Jeevana Jyothi	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189" NTH	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
523	18481A0593	Jogi Venkata Prasanth	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
524	18481A0594	Jonnalagadda Durga Sri	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
525	18481A0595	Jujjuvarapu Swathi	B.Tech-CSE	I base Solutions, Plot No:76 & 76A, Jubilee Enclave, Madhapur, Telangana 500081	6
526	18481A0596	Kadiyapu Mahesh	B.Tech-CSE	"HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana 500097"	4.25
527	18481A0599	Kambhampati Manikanta Sai Manoj	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-NXT	4
528	18481A05A1	Kanagala Ravi Kiran	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	6.06
529	18481A05A4	Kareti Venkata Leela Prasad	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
530	18481A05A5	Karuturi Veerendra Gopichand	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06
531	18481A05A6	Katragadda Jayasri Saikiran	B.Tech-CSE	Dhunis Technologies, 4th Floor, #1, MPR Arcade, 98/69/3/5/53/55, beside PresidentDhaba, opposite to Corporate Park, VIP Hills, Silicon Valley, Madhapur, Hyderabad, Telangana 500081	3.5
532	18481A05A7	Kattula Nanda Kishore	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
533	18481A05A9	Kesavarapu Devi Kiran Reddy	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06
534	18481A05B1	Kodamala Vijaya Sandhya	B.Tech-CSE	Techware Solutions, Flat No C 101/d, Prasad Enclave, Opposite SBI ATM, Near Tourist Tiffins, Kachiguda-500027.	4
535	18481A05B3	Kolasani Venkata Prudhvi Raj	B.Tech-CSE	" FIS Global Business Solutions India Private Limited B-7 & B8, 1st Cross Rd, Sai Nagar, Ambattur Industrial Estate, Chennai, Tamil Nadu 600060"	8
536	18481A05B5	Kollu Naga Venkata Naresh	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
537	18481A05B6	Kolluri Naga Sri Sai Chaitanya	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4
538	18481A05B7	Kolusu Pavan Sai	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
539	18481A05B9	Kommini Surya Teja	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4.01
540	18481A05C0	Kona Vagadheeswari	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
541	18481A05C1	Kona Venkata Naga Sai Anjani Varsha	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
542	18481A05C2	Konakala Vamsi	B.Tech-CSE	"Infosys 138, Old Mahabalipuram Rd, Nedunchezian Salai, Sholinganallur, Chennai, Tamil Nadu 600119 Phone: 044 2450 9532" - HackwithInfy	6.25
543	18481A05C3	Konduri Narasimha Rao	B.Tech-CSE	"Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005"	4.06

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
544	18481A05C4	Kothuru Poojasri	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189" NTH	3.5
545	18481A05C5	Kunchala Likhitha	B.Tech-CSE	Nalin Soft Technologies, NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29	3.5
546	18481A05C6	Kundeti Hebsiba	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
547	18481A05C7	Lingamaneni Divya	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189" NTH	3.5
548	18481A05C8	Maddukuri Venkata Sampath Kumar	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
549	18481A05C9	Mahali Kathyayani	B.Tech-CSE	"Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005"	4.06
550	18481A05D1	Malireddy Raghava Reddy	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
551	18481A05D3	Mamidi Sai Sathwika	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
552	18481A05D5	Maram Anil Kumar Reddy	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
553	18481A05D6	Marella Padma Sai	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
554	18481A05D7	Merugu Surya Teja	B.Tech-CSE	"Virtusa Sy No.115, Nanakramguda Village, Serilingampally Mandal, Hyderabad, Telangana 500032 Phone: 040 4452 8000"	4
555	18481A05D8	Miriyala Supriya	B.Tech-CSE	"MindTree Block No. 6 Divyasree Orion SEZ North Tower 66/1 Accenture Ranga Reddy District Gachibowli Raidurgam, Hyderabad, Telangana 500032 Phone: 040 6723 0000"	4.08
556	18481A05D9	Modugula Anji Reddy	B.Tech-CSE	Juspay, Stallion Business Center, 444, 18th Main Rd, 6th Block, Koramangala, Bengaluru, Karnataka 560095	21
557	18481A05E0	Mohammad Fareena Simmin	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
558	18481A05E1	Mohammed Amin Faraz	B.Tech-CSE	"CSS Corp 7th & 8th Floor, Block A6, Shriram The Gateway, #16, GST Road, Perungalathur Chennai Phone: 044 6104 1806"	4
559	18481A05E3	Motupalli Sarah Chaitanya	B.Tech-CSE	Deck 5 Software Inc., B 99 Sector 63, Himayath Nagar, Hyderabad, telangana, india	7.2
560	18481A05E4	Movva Sharanya	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
561	18481A05E5	Murumuri Sai Lakshmi	B.Tech-CSE	Multiplier	5.1
562	18481A05E6	Nadakuditi Venkata Sailakshman	B.Tech-CSE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189 NTH	3.5
563	18481A05E7	Nadella Venkata Sai	B.Tech-CSE	Phenom People Pvt.Ltd Plot No.5&6, 6th floor, White Field Rd, Kondapur, Telangana 500087	3.5
564	18481A05E8	Nagandla Sai Spandana	B.Tech-CSE	L&T, P.B, No.979, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai, Tamil Nadu 600089 , P.B, No.979, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai, Tamil Nadu 600089	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
565	18481A05E9	Nagandla Surya Sai	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4.01
566	18481A05F0	Nagarapu Manikanta Kumar	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4.01
567	18481A05F1	Nagudu Deepika	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4.01
568	18481A05F2	Nallajeru Siva Naga Venkata Durga Supriya	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
569	18481A05F3	Namburi Naga Venkata Surya Kumari	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
570	18481A05F4	Nandamuri Varshini	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD	4.06
571	18481A05F5	Nandanapu Chandbi	B.Tech-CSE	HCL TECHNOLOGIES LIMITED Sy.No.30,34,35 & 38, Avinash Hitech City2 Society Gachibowli Village, Serillimgampally Mandal, Plot H-01B, Hyderabad, Telangana 500097	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
572	18481A05F6	Narasimha Varma Ambati	B.Tech-CSE	Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154 GENC-ELV	4.01
573	18481A05F7	Nerusu Bhargavi	B.Tech-CSE	Virtusa Sy No.115, Nanakramguda Village, Serilingampally Mandal, Hyderabad, Telangana 500032 Phone: 040 4452 8000	5
574	18481A05F8	Oleti Lakshmi Sameera	B.Tech-CSE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083 Ninja	3.36
575	18481A05F9	P Sai Nikhil	B.Tech-CSE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189	3.5
576	18481A05G0	Paladugu Suneel	B.Tech-CSE	ITC Infotech India Ltd. No.18, Gate No:1 & 2, Dodda Banaswadi Main Rd, Maruthi Sevanagar, Bengaluru, Karnataka 560010	4.25
577	18481A05G2	Pallela Yeshwanth	B.Tech-CSE	Tech Indya IT Services Pvt. Ltd	8.2
578	18481A05G3	Parise Sri Tirumala	B.Tech-CSE	Mumbai Palo Alto Networks (India) Pvt. Ltd. 8th Floor, Parinee Crescenzo C 38	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
579	18481A05G4	Pasula Lakshmiprasanna	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
580	18481A05G6	Peddineni Venkata Naga Ramya	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
581	18481A05G7	Peeka Srinivas	B.Tech-CSE	" FIS Global Business Solutions India Private Limited B-7 & B8, 1st Cross Rd, Sai Nagar, Ambattur Industrial Estate, Chennai, Tamil Nadu 600060"	8
582	18481A05H0	Peteti Hemanth Venkatesh	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
583	18481A05H1	Pilli Devi Krishna Chaitanya Babu	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
584	18481A05H2	Polavarapu Naga Deepika	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
585	18481A05H3	Polimetla Sai Pradeep	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
586	18481A05H4	Ponugoti Vinay Kumar	B.Tech-CSE	Deck 5 Software Inc., B 99 Sector 63, Himayath Nagar, Hyderabad, telangana, india	7.2
587	18481A05H5	Posina Sandhya	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
588	18481A05H7	Pothuri Sri Pallavi	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
589	18481A05H8	Potluri Sreya	B.Tech-CSE	Amazon, Hyderabad	30
590	18481A05H9	Potu Sowmya	B.Tech-CSE	"Virtusa Sy No.115, Nanakramguda Village, Serilingampally Mandal, Hyderabad, Telangana 500032 Phone: 040 4452 8000"	5
591	18481A05I1	Qurratul Aien	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
592	18481A05I2	Rabilli Ganesh	B.Tech-CSE	Nalin Soft Technologies, NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
593	18481A05I3	Ramineni Krishna Sai	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
594	18481A05I4	Reddy Lakshmi Naveen Kumar	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
595	18481A05I5	Redrowthu Neelima	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
596	18481A05I6	Rentachinthala Venkata Sai Praveen Kumar	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
597	18481A05I7	Ruttala Murali Manohar Bhanu	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4
598	18481A05I8	Sake Akhil Babu	B.Tech-CSE	Triniti technology pvt. ltd, 3rd Floor, Ashoka My Home Chambers, 1-8-301 To 303, Sardar Patel Rd, Sindhi Colony, Begumpet, Hyderabad, Telangana 500003	3.2
599	18481A05J0	Sammeta Sai Manikanta	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
600	18481A05J1	Samudrapu Sravani	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
601	18481A05J2	Sandra Raja Sekhar	B.Tech-CSE	Nalin Soft Technologies, NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29	3.5
602	18481A05J3	Sanjeevan Rahul Patel	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
603	18481A05J4	Seelam Pujitha	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
604	18481A05J5	Shaik Firoz Basha	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.5
605	18481A05J6	Shaik Sajid	B.Tech-CSE	IBM, No.12, Subramanya Arcade, Bannerghatta Road, Bangalore, Karnataka, India - 560029, No.12, Subramanya Arcade, Bannerghatta Road, Bangalore, Karnataka, India - 560029	4
606	18481A05J7	Shaik Sameer	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
607	18481A05J8	Shaik Shabana	B.Tech-CSE	"L&T, P.B, No.979, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai, Tamil Nadu 600089 ", P.B, No.979, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai, Tamil	3.5
608	18481A05J9	Shaik Shabbeir Ahammad	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC	4
609	18481A05K0	Siddhardha Kurma	B.Tech-CSE	"MindTree Block No. 6 Divyasree Orion SEZ North Tower 66/1 Accenture Ranga Reddy District Gachibowli Raidurgam, Hyderabad, Telangana 500032 Phone: 040 6723 0000"	4.08
610	18481A05K1	Sirangi Samuel	B.Tech-CSE	Deck 5 Software Inc., B 99 Sector 63, Himayath Nagar, Hyderabad, telangana, india	7.2
611	18481A05K2	Sirazunnisa	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154"	4.01
612	18481A05K3	Sirigiri Raja Sekhar	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
613	18481A05K4	Surapaneni Mohan Sai	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
614	18481A05K5	Talabattula Raja Jayachandra	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
615	18481A05K6	Talari Bhavani	B.Tech-CSE	"Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154" GENC-ELV	4
616	18481A05K7	Tannidi Hemanth	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur	4
617	18481A05K8	Teepireddy Sowmya	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
618	18481A05K9	Tgv Praneeth Rao Naidu	B.Tech-CSE	Dhunis Technologies, 4th Floor, #1, MPR Arcade, 98/69/3/5/53/55, beside PresidentDhaba, opposite to Corporate Park, VIP Hills, Silicon Valley, Madhapur, Hyderabad, Telangana 500081	3.5
619	18481A05L0	Thulam Rajeswari Sai Pooja	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
620	18481A05L1	Tikkavarapu Sravan Kumar	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
621	18481A05L2	Tripuraneni Naga Sai Lakshmi	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
622	18481A05L3	Tummala Greeshma	B.Tech-CSE	I base Solutions, Plot No:76 & 76A, Jubilee Enclave, Madhapur, Telangana 500081	6
623	18481A05L4	Tungala Suharsha	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5
624	18481A05L6	Vadavalli Sri Naga Sai Gayathri	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
625	18481A05L7	Vadlamudi Chandrakala	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
626	18481A05M0	Valluri Manjusha	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"Tnxt	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
627	18481A05M2	Vangapalli Lakshmi Poojitha	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
628	18481A05M3	Vangara Purna Lalitha	B.Tech-CSE	"TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083"Ninja	3.36
629	18481A05M5	Varre Jaswanth Teja	B.Tech-CSE	"Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana	4
630	18481A05M6	Veerla Naga Tulasi Parvathi	B.Tech-CSE	"Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005"	4.06
631	18481A05M7	Vegireddy John Paul	B.Tech-CSE	"Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189"	3.5
632	18481A05M8	Vellanki Lokeswar	B.Tech-CSE	Deck 5 Software Inc., B 99 Sector 63, Himayath Nagar, Hyderabad, telangana, india	7.2
633	18481A05M9	Vemula Venkata Sai Chand	B.Tech-CSE	Dhunis Technologies, 4th Floor, #1, MPR Arcade, 98/69/3/5/53/55, beside PresidentDhaba, opposite to Corporate Park, VIP Hills, Silicon Valley, Madhapur, Hyderabad, Telangana 500081	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
634	18481A05N0	Vemuri Rohith Srinivas	B.Tech-CSE	Techware Solutions, Flat No C 101/d, Prasad Enclave, Opposite SBI ATM, Near Tourist Tiffins, Kachiguda-500027.	4
635	18481A05N3	Vuyyuru Sai Kumar Reddy	B.Tech-CSE	Phenom People Pvt.Ltd Plot No.5&6, 6th floor, White Field Rd, Kondapur, Telangana 500087	9.53
636	18481A05N4	Yadavalli Hema Sri	B.Tech-CSE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana 500096	4
637	18481A05N5	Yadavareddy Rishitha	B.Tech-CSE	I base Solutions, Plot No:76 & 76A, Jubilee Enclave, Madhapur, Telangana 500081	4
638	18481A05N6	Yakkanti Bhargav Reddy	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
639	18481A05N8	Yarramothu Keerthi	B.Tech-CSE	"IBM India Private Limited Orion B7, Divyashree Tech Park Divyashree SEZ, Raidurgam Sy 66/1, Divyasree Orion Rd, Hyderabad, Telangana 500035"	4
640	18481A05N9	Yarrarapu Himaja	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
641	18481A05O0	Yekkaladevi Lakshmi Prasanna	B.Tech-CSE	Mphasis Limited, Madhapur Sundew Properties Limited Building #12C TSIIC Software Layout, Mindspace Madhapur Rd, Cyberabad, Mindspace, Hyderabad, Telangana 500095	4
642	19485A0501	Mandadi Vyshnavi	B.Tech-CSE	Maple Software Pvt. Ltd, D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002	3
643	19485A0502	Gottapu Jahnavi	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
644	19485A0504	Koyyana Mohana Sai Ram	B.Tech-CSE	"Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 "	4
645	19485A0506	Gudavalli Manoj	B.Tech-CSE	Capgemini Technology Solutions India Ltd. 1-7 Floors, Building H-07 Phoenix Infocity Special Economic Zone Sy No. 30(P), Lingampally, Gachibowli Rd, Hyderabad, Telangana 500096	4
646	19485A0508	Maddula Suguna	B.Tech-CSE	Tech Indya IT Services Pvt. Ltd, H.No. 1-89/G/36 Plot No: 36, Near Westin Hotel, MINDSPACE Adj to RENT A DESK, Shilpi Valley, Madhapur, Telangana 500081	8.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
647	19485A0509	Punukollu Likitha	B.Tech-CSE	Dhunis Technologies, 4th Floor, #1, MPR Arcade, 98/69/3/5/53/55, beside PresidentDhaba, opposite to Corporate Park, VIP Hills, Silicon Valley, Madhapur, Hyderabad, Telangana 500081	3.5
648	19485A0513	Ede Swapna	B.Tech-CSE	Wipro NTH Survey No.124 and Part of 132/P SEZ vattinagulapally, Gopan Pally, Hyderabad, Telangana 501301 Phone: 040 3097 0189 NTH	3.5
649	19485A0514	Vummiti Rupa Rukmini	B.Tech-CSE	Deck 5 Software Inc., B 99 Sector 63, Himayath Nagar, Hyderabad, telangana, india	7.2
650	19485A0515	Emmadi Keerthi	B.Tech-CSE	Cognizant Technology Solutions - Elevate C9PM+JPF, Madhapur, Hyderabad, Telangana Phone: 040 4451 0154 GENC	4
651	19485A0516	Manchineni Pavankumar	B.Tech-CSE	I Prism Technologies, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur, No. 40, #1-98/4/5, Opposite Indian Bank , Near Image Hospital, Hitech City Road, Madhapur, Hyderabad	4
652	19485A0517	Mandalapu Alekhya	B.Tech-CSE	Techware Solutions, Flat No C 101/d, Prasad Enclave, Opposite SBI ATM, Near Tourist Tiffins, Kachiguda-500027., Flat No C 101/d, Prasad Enclave, Opposite SBI ATM, Near Tourist Tiffins, Kachiguda-500027.	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
653	19485A0518	Dasari Lavanya	B.Tech-CSE	Nalin Soft Technologies, NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29 , NO.2B, CHERUKU APTS,RD NO.9, HIMAYAT NAGAR HYDERA BAD-29	3.5
654	19485A0519	Merugumala Jithendra Sai	B.Tech-CSE	L V Global Solutions, 11-29-180, BANK COLONY-II, RAMANTHAPURI, ROAD NO-1 WARANGAL Hyderabad TG 506002 IN	4.06
655	19485A0520	Maguluri Varshitha	B.Tech-CSE	Meltag Companys Pvt. Ltd., CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039 , CG2W+RF6, Block I, Floor III, NSL SEZ Arena, Uppal, Hyderabad, Telangana 500039	4
656	19485A0521	Mutyala Prema Latha	B.Tech-CSE	Zensar Technologies DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot no: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Telangana 500032 Phone: 040 6725 8005	4.06
657	19485A0523	Muthyala Yamini Srilakshmi	B.Tech-CSE	TCS Ninja SEZ Unit, South Tower Bar Building, TSA Business Park, Nanakaramguda, Telangana 500083 Ninja	3.36
658	18481A1201	Abbineni Saideekshita	B.Tech-IT	Skolar Business Develpoment, Bengaluru, Karntaka	3
659	18481A1204	Adapa Sai Durga Mani Chandana	B.Tech-IT	Virtusa, Hyderabad, Telangana	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
660	18481A1205	Addepalli Geetanjali	B.Tech-IT	Wipro NTH, Bengaluru, Karnataka	3.5
661	18481A1206	Adi Vamsipriya	B.Tech-IT	WiproTnxt, Hyderabad	3.5
662	18481A1207	Aiswarya Lakshmi Puvvada	B.Tech-IT	Infinite, Bengaluru, Karnataka	4.2
663	18481A1211	Anne Lakshmi Madhulika	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
664	18481A1212	Atchuta Jayasri	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
665	18481A1214	Avvaru Kasturi	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
666	18481A1219	Bogem Srinivasarao	B.Tech-IT	Micron Technologies	7.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
667	18481A1220	Chaparala Eekshitha	B.Tech-IT	CTS GENC-ELV	4
668	18481A1221	Danam Venkata Siva Sai Kumar	B.Tech-IT	TCS Ninja, Madhapur Hyderabad	3.3
669	18481A1228	Gadde Yamuna Sri	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
670	18481A1230	Garnepudi Ashok	B.Tech-IT	Infosys, Electronic city, Bengaluru, Karnataka	4.2
671	18481A1233	Goriparthi Keerthi	B.Tech-IT	HCL, Chennai	4.6
672	18481A1235	Guntupalli Vara Prasad	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
673	18481A1237	Harshavardhan Ambati	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
674	18481A1240	Kamarajugadda Ruthwik Bharadwaj	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
675	18481A1242	Kandula Naresh	B.Tech-IT	Wipro NTH	4.6
676	18481A1243	Kanigarla Nagavenkata Saiharshith	B.Tech-IT	Mphasis	4
677	18481A1244	Katepalli Priyanka	B.Tech-IT	Apsero Global Integration Solutions, Bangalore	5.1
678	18481A1249	Kottapalli Sai Triveni	B.Tech-IT	Virtusa, Hyderabad, Telangana	4
679	18481A1250	Kukatla Thriveni	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
680	18481A1251	Kumbham Divya	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
681	18481A1253	Kuraganti Phani Praneetha	B.Tech-IT	Mphasis	4
682	18481A1254	Lakumarapu Jyothirmayi	B.Tech-IT	Mphasis	4
683	18481A1255	Lanka Sairam	B.Tech-IT	Mphasis/Interactive Data Systems Ltd	4.6
684	18481A1256	Loya Sravanthi	B.Tech-IT	Infosys	4.2
685	19485A1203	Naraharisetti Mani Sandeep	B.Tech-IT	TCSNinja, Madhapur Hyderabad	3.36
686	19485A1205	Vempati Kartheek	B.Tech-IT	Wipro NTH	3.5
687	19485A1206	Mohammed Karimullah	B.Tech-IT	FIS/HCL	4.2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
688	18481A1257	Madathala Sandeep Reddy	B.Tech-IT	Wipro NTH	3.5
689	18481A1259	Madu Navyasri	B.Tech-IT	TCSNinja, Madhapur Hyderabad	3.3
690	18481A1261	Madupalli Durga Naga Venkata Sai Prasanthi	B.Tech-IT	Mphasis	4
691	18481A1263	Mandadapu Naveen	B.Tech-IT	Infinite, Bengaluru, Karnataka	4.6
692	18481A1265	Manti Leela Pavan	B.Tech-IT	Infosys	4.2
693	18481A1266	Maruboyina Hema Latha	B.Tech-IT	Mphasis	4
694	18481A1268	Medasani Sai Jyothika	B.Tech-IT	BNY Mellon, Hyderabad	17

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
695	18481A1269	Menda Aiswarya	B.Tech-IT	HCL, Chennai	4.2
696	18481A1271	Moturi Soumya	B.Tech-IT	Phenom People, Hyderabad	9.5
697	18481A1272	Mugata Hima Bindu	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4.1
698	18481A1273	Muppidi Hema Reddy	B.Tech-IT	Virtusa, Hyderabad, Telangana	4
699	18481A1274	Naaheed Kulsum	B.Tech-IT	Prudent, Hyderabad	3.3
700	18481A1275	Narahari Mohith Kumar	B.Tech-IT	EPAM Bengaluru	6
701	18481A1276	Naralasetty Nikhila	B.Tech-IT	CSS Corp	4.8

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
702	18481A1277	Naru Narayana Reddy	B.Tech-IT	Infinite, Bengaluru, Karnataka	3.6
703	18481A1278	Nelluri Lakshmi Jahnavi	B.Tech-IT	FIS	5.3
704	18481A1279	Nerusu Uday Kiran	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
705	18481A1280	Nidadavolu Raga Venkata Sai Rakesh	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
706	18481A1281	Pasupuleti Rajeswari	B.Tech-IT	Phenom People, Hyderabad	9.5
707	18481A1282	Pedapati Samuel John	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
708	18481A1284	Posina Sri Raghuram	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
709	18481A1285	Rayapati Nagamani	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
710	18481A1290	Sunkara Devi Navya Sai	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
711	18481A1291	Sura Srividhya	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
712	18481A1292	Tadivaka Sai Alekhya	B.Tech-IT	Wipro, Bengaluru, Karnataka	4
713	18481A1294	Thammu Chandan	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
714	18481A1296	Tirukkovalluri Akhila	B.Tech-IT	WiproTnxt, Hyderabad	3.5
715	18481A1298	Tummalapalli Leela Supriya	B.Tech-IT	WiproTnxt, Hyderabad	3.5

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
716	18481A1299	Ukoti Jahnavi	B.Tech-IT	Infinite/Wipro NTH, Bengaluru, Karnataka	4.2
717	18481A12A0	Vallamkonda Maneesha	B.Tech-IT	WiproTnxt	3.5
718	18481A12A1	Vallarapu Yasaswini	B.Tech-IT	HCL/Infinite/Infosys/Wipro NTH	4.2
719	18481A12A2	Vanga Indumahi	B.Tech-IT	CTS GENC, Chennai, Old Mahabalipuram Road, Okkiam thoripakkam	4
720	18481A12A4	Vemavarapu Sri Praharshitha	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
721	18481A12A5	Vemula Bhanu Sri	B.Tech-IT	Infosys/Wipro NTH	4.2
722	18481A12A6	Vemuri Bhargavi	B.Tech-IT	Zensar	4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
723	18481A12A7	Vikkurthi Sravani	B.Tech-IT	TCSNinja, Hyderabad	4.2
724	18481A12A8	Vurimi Sai Manoj Kumar	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
725	18481A12B1	Yanapu Jayasrivalli	B.Tech-IT	Mphasis, Bengaluru, Karnataka	4
726	19485A1214	Suvarnaganti Mahendra	B.Tech-IT	Infinite, Bengaluru, Karnataka	4.2
727	19485A1216	Siddabathula Naga Sirisha	B.Tech-IT	Interactive Data Systems Ltd	4.2
728	20481E0010	Chillumuntha Jayaramya	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
729	20481E0013	Dusanapudi Sai Shankar	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4
730	20481E0034	Manthi Padmini	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4
731	20481E0041	Paluri Hema Latha	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4
732	20481E0043	Polavarapu Dharani	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4
733	20481E0044	Pothuri Ananda Lakshmi	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
734	20481E0051	Yerramsetti Yuva Rani	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4
735	20481E0040	Nannepuneni Trisha	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4
736	20481E0050	Tankala Dhana Lakshmi	MBA	StateStreet HCL Services (India) Pvt. Limited 3rd and 4th Floor, IT Tower Medha, Ace Urban Hitech City Ltd Sy.No.53/1, Kesarapalli Village, Gannavaram Mandal, Andhra Pradesh	2.4
737	20481E0004	Bandi Divya Tejaswi	MBA	ICICI Prudentia lLife Insurance D.No. 392/1B, 4th Floor, B.S.R.Residency Buildings, Above ICICI Bank Land Mark - Gunadala, Vijayawada, Andhra Pradesh	3.71
738	20481E0017	Golla Rohitha	MBA	ICICI Prudentia lLife Insurance D.No. 392/1B, 4th Floor, B.S.R.Residency Buildings, Above ICICI Bank Land Mark - Gunadala, Vijayawada, Andhra Pradesh	3.71

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
739	20481E0019	Gudapati Sricharan	MBA	ICICI Prudentia lLife Insurance D.No. 392/1B, 4th Floor, B.S.R.Residency Buildings, Above ICICI Bank Land Mark - Gunadala, Vijayawada, Andhra Pradesh	3.71
740	20481E0033	Manne Lakshmi Nagasirisha	MBA	ICICI Prudentia lLife Insurance D.No. 392/1B, 4th Floor, B.S.R.Residency Buildings, Above ICICI Bank Land Mark - Gunadala, Vijayawada, Andhra Pradesh	3.71
741	20481E0048	Tamanala Vennela	MBA	ICICI Prudentia lLife Insurance D.No. 392/1B, 4th Floor, B.S.R.Residency Buildings, Above ICICI Bank Land Mark - Gunadala, Vijayawada, Andhra Pradesh	3.71
742	20481E0008	Boppudi Venkata Sai Krishna	MBA	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.4
743	20481E0014	Eede Vamsi	MBA	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
744	20481E0031	Kollipara Chinnari Manikanta	MBA	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.4
745	20481E0037	Mukku Kumara Swamy	MBA	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.4
746	20481E0038	Nalluri Sundhar Singh	MBA	Megha Engineering & Infrastructures Limited S-2, Technocrats Industrial Estate, Rd Number 1, Balanagar, Hyderabad, Telangana	2.4
747	20481E0027	K.V. Phani Krishna	MBA	M/s. Drillmec International Pvt.Ltd Survey No. 40&57, Keesara Road, Nagaram Mandal, Hyderabad, Telangana -500083.	2.4
748	20481E0042	Peddi Kusumadhar	MBA	M/s. ICOMM Tele Limited, Hyderabad	2.4
749	20481E0047	Shaik Akbharbasha	MBA	Manavi Welath Flat No 102, Plot No 126 & 127, Avantika's Sabarmati, Mathrusree Nagar, Hyderabad, Telangana 500049	2.4

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
750	20481E0022	Jogi Siva Sai Krishna	MBA	Manavi Welath Flat No 102, Plot No 126 & 127, Avantika's Sabarmati, Mathrusree Nagar, Hyderabad, Telangana 500049	2.4
751	20481E0024	K Peddintlu	MBA	Soft Wrold Solutions,Door No-5-8-512,Abids Shopping Complex, Chirag Ali Lane, Abids Hyderabad, Telangana 500001	2.2
752	20481E0003	B Ramu	MBA	Aboveo IT Solutions, 3295 River Exchange Dr, Suite 376 Norcross, Georgia 30092	1.68
753	20481E0025	K Sai	MBA	Aboveo IT Solutions, 3295 River Exchange Dr, Suite 376 Norcross, Georgia 30092	1.68
754	20481E0016	G Janaki	MBA	ACME Business Solution Pvt Ltd,Plot No. P-II, 4th Cross Road, Industrial Park, Autonagar, Vijayawada-520007, Andhra Pradesh, India	2.8
755	20481E0002	A Sindhuja	MBA	Ramesh Hospital Road, Near ITI College Bus stop, Vijayawada, Andhra Pradesh - 520008	1.8
756	20481E0009	Ch. Leela Mani Kumari	MBA	Twilight Software Solutions Pvt Ltd. S.No 7-1-58, Flat # 301C, Surekha Chambers Near Lal Banglow, Ameerpet, Hyderabad - 500016	2

S.No.	Student Roll No.	Name of Student Placed	Program graduated from	Name of the employer	Pay package at appointment (in Lakhs per annum)
757	20481E0006	B Vaishnavi	MBA	Libfys Inc. IT sharps Pvt Ltd, RR Plaza, 3rd Floor, 1-48/243, Kavuri Hills, Madhapur, Hyderabad-500081, Telangana.	2.8
758	20481E0028	K Mamatha	MBA	Sege IT, Sagar Apartments, Ground Floor, No-23, Gopalakrishna Road, T.Nagar, Chennai - 600017.	2.2
759	20481E0046	Puripati Manvith	MBA	Hyflier Corporate Services Hyderabad	2
760	20481E0029	K Raju	MBA	Airport authority of India,Nysa,Capital Towers, D.02, Mehrauli, gurugram Rd, Sikendrarpur, sector 26, Haryana - 122002.	3.18
761	20481E0007	Bommidi Prasanna Lakshmi	MBA	TCS, Blocks SDB1 & SDB2, Sy. No. 255(Part Ibrahimpatnam Mandal, Adibatla, Telangana 501510	2.5
762	20481E0039	Nalluri Venkata Anand Narasimha Murthi	MBA	Spider Software Pvt Ltd, Office No. G-6, Techno Park - The Wadhwa Group New Link Road, Eksar, Borivali West, Mumbai - 400091.	2

IQAC

PRINCIPAL
Seshadri Rao
Gudlavalleru Engineering College
Seshadri Rao Knowledge Village
Gudlavalleru - 521 356, Krishna District, A.P.

Offer: Computer Consultancy
Ref: TCSL/CT20213744981/Hyderabad
Date: 11/11/2021

Mr. Venkata Sai Ganesh Badeti
1-89,
Edepalli,
Vijayawada-521343,
Andhra Pradesh.
Tel# 91-7995718559

Dear Venkata Sai Ganesh Badeti,

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 assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 1800 209 3111 Email: careers@tcs.com

Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Tue, May 31, 2022 at 6:16 PM
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the 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 eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

Copyright © 2022 Infosys Limited

APPOINTMENT LETTER

March 22, 2022

Dear Ratan aditya Battula,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

APPOINTMENT LETTER

March 22, 2022

Dear Sudheer Bellamkonda,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. **Appointment Details**:

   a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

   b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

   c. The retirement age is 58 years.

   d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

   f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

   g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. **Compensation**:

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

   b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

   c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

   d. Your salary will be reviewed periodically as per Company policy.

   e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. **Other Benefits**:

You will also be eligible for:

meil

Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

5-2, Technocrat Indl. Estate, Balanagar, Hyderabad 500037, Telangana, INDIA
Tel: +91 40 44330700 Fax: +91 40 44330800
E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

3/WTM/CE/GET/BOAT/0059 14/04/2023

Mr. Chanda Vorra Venkata Kamtesara Rao
H.No: 1-27, Nangegadda, Nagayalanka,
Krishna,
Andhra Pradesh - 521120.
Mobile #: 6305521807
Email ID: [illegible]@gmail.com

Dear Mr. Chanda Vorra Venkata Kamtesara Rao

Sub: Appointment as Apprentice Graduate Engineer Trainee (GET BOAT)

With reference to your application and subsequent interview you had with us, we have pleasure in selecting you as Graduate Engineer Trainee (GET BOAT) at *WSP RWS & S Sonepur - 3233, Odisha* on the following terms and conditions:

1. You will be required to join on 14/04/2023 and please note that you will not be eligible for reimbursement of any expenses that you incur for reporting. Please note that request for extension in joining time will not be entertained.

2. Your period of apprentiomship training will be for 12 months from the date of joining at the above location.

   2.1. You will be enrolled under Board of Apprentiomship Training Scheme (BOAT). At the end of the training programme, you will be issued a Certificate of Proficiency by the Government of India.

   2.2. The training period may be extended, if you have not attended training on all days or not fulfilled the Apprentiomship Training Program objectives.

   2.3. On successful completion of apprentiomship training period of twelve months or extended training period, your performance will be evaluated to reward meritorious performance and extra-ordinary contribution. Accordingly, you will be considered for appointment in the appropriate grade as per company pay grades based on vacancies existing in the company at that time.

3. During the course of your apprentiomship training, the company will pay you the stipend of ₹18,650/- (Rupees Eighteen Thousand Six Hundred Fifty Only) per month.

   3.1. You will be eligible for the following additional benefits when posted at projects sites:

#	Benefits
1	Covered under Medical Insurance as per company Policy
2	Free Bachelor accommodation
3	Free Food facility at site canteen
4	Covered under The Employees Compensation Act, 1923 under Social Security Code

meil

Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA
Tel: +91-40-44336700 Fax: +91-40-44336800
E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

CGB/EX-C/E/00012 Date: 20/06/2022

Mr. Gandham Naga Venkata Sai Manikanta
H.NO: 1-145-1, Thummalapalli,
Nandivada, Krishna, A.P.Pin: 521321.
Mobile No: 6303526575
Email Id: katetinaveendi@gmail.com

Dear Mr. Gandham Naga Venkata Sai Manikanta

Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) - Execution - Hydrocarbons

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at HCDS CGD - Chandrapur - 2067, Maharashtra to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 20/06/2022.

2. **Duration:** The duration of the training is for a period of one year from the date of your joining.

   2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.

   2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.

3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,000 (Rupees Two Lakh Forty Thousand Only) on Cost to Company basis** (Refer annexure enclosed).

4. **Exclusivity:** During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.

5. **Confidentiality:** You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

Contd...

meil

Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

5-2, Technical Hub, Estate, Balanagar, Hyderabad-500037, Telangana, INDIA
Tel: +91-40-44336750 Fax: +91-40-44336800
E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

CGD/EX-C/T/0001

Date: 20/06/2022

Mr. Gopisetti Veera Raghava Rao
H.NO: 1-9, Near Hanuman Temple, Kapuram,
Komallapudi, Krishivanna, Krishna, A.P.
Mobile No: 6302503429
Email Id: vanna1231871@gmail.com

Dear Mr. Gopisetti Veera Raghava Rao

Sub: Office of Appointment for the position
Graduate Engineer Trainee (T) - Execution - Hydrocarbons

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at HCDS CGD Amritsar - 2071, Uttar Pradesh to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 20/06/2022.

2. **Duration:** The duration of the training is for a period of one year from the date of your joining.

   2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.

   2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.

3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,000 (Rupees Two Lakh Forty Thousand Only) on Cost to Company basis** (Refer annexure enclosed).

4. **Exclusivity:** During the period of your training with the Company, you will be in whole time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.

5. **Confidentiality:** You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

Contd...

Scanned with CamScanner

Gmail

GEC-CE-ALUMNI <cegecalumini@gmail.com>

Fwd: Wipro Offer Letter

1 message

Revanth Kumar058 <revanthkumar058@gmail.com> 28 July 2022 at 15:38
To: "cegecalumini@gmail.com" <cegecalumini@gmail.com>

I am PALAKA REVANTH KUMAR (18481A0139) from civil. This is my offer letter from WIPRO

---------- Forwarded message ---------
From: **Revanth Kumar058** <revanthkumar058@gmail.com>
Date: Sat, Mar 26, 2022, 11:42
Subject: Fwd: Wipro Offer Letter
To: GECTPO Placementofficer <placementofficer@gecgudlavalleru.ac.in>

---------- Forwarded message ---------
From: **Wipro offer letter** <wipro+email+3pry0-c83df21aba@talent.icims.com>
Date: Fri, Mar 25, 2022, 19:10
Subject: Wipro Offer Letter
To: <revanthkumar058@gmail.com>

March 25, 2022

Dear **PALAKA KUMAR**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download**.

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: **revanthkumar058@gmail.com**
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
|Global Campus Hiring Team| Wipro Limited|

APPOINTMENT LETTER

March 21, 2022

Dear SANAGANA SYAM,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Gmail

GEC-CE-ALUMNI <cegecalumini@gmail.com>

18481A0151- Fwd: Offer Confirmation Email from ITS Engineering

1 message

naveen tata <naveentata2001@gmail.com> 1 September 2022 at 10:14
To: cegecalumini@gmail.com

Dear Naveen;

Sub: Offer Letter

We thank you for your interest in **ITS Engineering** and the time you have devoted to assessing your career opportunities with our Organization.

In that regard, We are pleased to extend to you an offer for the position of **"TRAINEE ASSOCIATE ENGINEER"** with **ITS Engineering** as an Employee. We believe this is an Excellent Career opportunity for you and that we can offer you the challenges needed to grow professionally.

' You are Expected to join the Company on or before **04.04.2022** in **Hyderabad Location** and failing which this offer will stand automatically cancelled Unless **ITS Engineering** extends the Joining Date.

' You are Requested to share the below mentioned Documents in **one Zip Folder (Each File should be less than 2MB)**:

1. PAN card
2. Aadhar card & Ration Card
3. Parents Aadhar card
4. Any Two Reference Names and Phone numbers with detailed relation
5. Void Cancellation Cheque / Bank Pass book
6. Soft Copy of Passport Size photo
7. Marksheet and passing Certificates of 10th and 12th Standard or Equivalent
8. Mark sheet and Certificates of Degree / Higher Studies
9. Offer Letter/Relieving letter of Previous Employer's If any
10. Last 3 Months of Salary slip and Bank Statement of Previous employer's if any

**** No Leaves will be Entitled in the starting months of your Joining and You will be on Probation for 4 months.**
**** 100/- rps bond paper has to be submitted to HR at the time of your Joining**
****2 Years Commitment with ITS is Mandatory.**

Please feel free to contact me if you need any further information
--

Thanks & Regards;
T.S.Redyy-HR,
Ph:7330729992,
Email:hr@itsengineering.co.in
#809, Manjeera Majestic Commercial
JNTU Rd, KPHB Colony,Hyderabad-72.
Website: https://itsengineering.co.in/

meil

Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

8-2, Technical Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA
Tel: +91-40-44336700 Fax: +91-40-44336800
E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

CGIDEX-C/T/0001 Date: 20/06/2022

Mr. Kareti Naveen Kumar
H.No.: 1-145-1, Thumnalapalli,
Nandivada, Krishna, A.P.Pin: 521221,
Mobile No: 6303526575
E-mail Id: karetinaveen8@gmail.com

Dear Mr. Kareti Naveen Kumar

Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) - Execution - Hydrocarbons

With reference to your application and subsequent interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at HCDS CGD - Chandrapur - 2067, Maharashtra to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 20/06/2022.

2. **Duration:** The duration of the training is for a period of one year from the date of your joining.

   2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.

   2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period, you will be offered a regular employment with the Company.

3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,000 (Rupees Two Lakh Forty Thousand Only) on Cost to Company basis** (Refer annexure enclosed).

4. **Exclusivity:** During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.

5. **Confidentiality:** You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

Contd...

Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

[illegible]

CGD/EX-C/T/0002 **Date: 20/06/2022**

Mr. Karumuri Chandra Sekhar
H.NO: 12/35, Beside Sonavision, Eluru Road,
Gudivada, Krishna, A.P.Pin:521301.
Mobile No: 7013158880
Email Id: sekharrao999@gmail.com

Dear Mr. Karumuri Chandra Sekhar

Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) - Execution - Hydrocarbons

With reference to your application and subsequent interview you had with us, we are pleasant to appoint you as Graduate Engineer Trainee (T) at HCDS CGD Chhindwara - 2004, Madhya Pradesh to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join on on or before 20/06/2022.

2. **Duration:** The duration of the training is for a period of one year from the date of your joining.

   2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.

   2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period, you will be offered a regular employment with the Company.

3. **Emoluments:** Your annual remuneration will be **Rs. 2,64,000 (Rupees Two Lakh Sixty Four Thousand Only) on Cost to Company basis** (Refer annexure enclosed).

4. **Exclusivity:** During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.

5. **Confidentiality:** You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

Contd...

Gmail

GEC-CE-ALUMNI <cegecalumini@gmail.com>

Fwd: Wipro Offer Letter

2 messages

Katta Naveenraja <naveenrajakatta@gmail.com> 28 July 2022 at 15:31
To: cegecalumini@gmail.com

---------- Forwarded message ---------
From: **Katta Naveenraja** <naveenrajakatta@gmail.com>
Date: Wed, Mar 23, 2022, 5:19 PM
Subject: Fwd: Wipro Offer Letter
To: GECTPO Placementofficer <placementofficer@gecgudlavalleru.ac.in>

---------- Forwarded message ---------
From: **Wipro offer letter** <wipro+email+3nwjm-116ccffbf6@talent.icims.com>
Date: Mon, Mar 21, 2022, 7:15 PM
Subject: Wipro Offer Letter
To: <naveenrajakatta@gmail.com>

March 21, 2022

Dear **Katta Raja**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download**.

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: **naveenrajakatta@gmail.com**
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
|Global Campus Hiring Team| Wipro Limited|

Gmail

Akshay Koyyalamudi <krishnakoyyalamudi023@gmail.com>

You have a job offer for Systems Engineer role at Infosys

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Fri, 22 Apr, 08:43
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

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. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

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

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.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys

Copyright © 2022 Infosys Limited

Gmail

GEC-CE-ALUMNI <cegecalumini@gmail.com>

Fwd: You have a job offer for Systems Engineer role at Infosys

1 message

Koyyalamudi Sunil Chowdary <koyyalamudisunil321@gmail.com> 8 September 2022 at 11:11
To: cegecalumini@gmail.com

18481A0183

---------- Forwarded message ---------
From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, 22 Apr, 2022, 8:43 am
Subject: You have a job offer for Systems Engineer role at Infosys
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

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. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

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

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.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys

Copyright © 2022 Infosys Limited

2 attachments

image001.jpg
60K

APPOINTMENT LETTER

March 25, 2022

Dear SRINU LAKKU,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

APPOINTMENT LETTER

January 25, 2022

Dear NALAMOTHU AJAY,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

HRD/3T/1003370811/22-23 July 1, 2022

Ms. Mounika Nalliboina
2-52,Bc Colony ,
A.Kondur Mandal,
Gudlavalleru-521227
India

Ph: +91-6303826323

Dear Mounika,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.07.01 12:04:25 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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

5:29

Group Inbox

V.V.Brahmanandam Jun 15
to me, bharath.peddinti...

Dear NARISETTI TARUN TEJA,

Greetings from MEIL Group !!

You have been selected for the position of Graduate Engineer Trainee in MEIL Group companies .Your Job location would be PAN India.

We will share your original offer letter with you on your date of joining with us. We will share your accommodation details once you confirm your joining.

Attached with this mail is the Service Agreement that you need to print on Rs/- 100 Stamp papers each for first two pages(Remaining pages are bond papers) to complete the Joining formality on Monday i.e. **20.06.2022 @09.30AM in at Head Office - Hyderabad**.

You are advised to Bring all photo copies of Your Academic certificates including B.Tech CMM, 4 Passport size photographs, PAN Card and Aadhar card along with your Bank passbook details.

Office Address:

Megha Engineering &

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2367353

Letter of Intent ("LOI")

Dear Rajulapati Babu,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

---------- Forwarded message ---------
From: **ELEATION** [illegible]
Date: Fri, Jan 28, 2022, 2:18 PM
Subject: ELEATION's On-campus Placement Program 2022 : Online Pre-Placement test Result and Further process
GUDI AVALLERU ENGINEERING COLLEGE
To: [illegible]

Dear K.Sailakah and Students,

Greetings from ELEATION... !!!

Thanks for showing interest in ELEATION's On-campus Placement Program.

I am pleased to inform you that we have conducted Online Pre-placement test on 26-01-2022.

In which Total 83 students have registered for the Online Pre-Placement test.

Out of which Total 71 students gave the Online Pre-Placement test.

I would like to inform you that Total 5 students from your college are selected for Free Online Training on ELEATION's ANSYS & HyperWorks Basic To Professional Training Program.

NOTE : If the score is same then the sorting is done based on time take to submit the test.

Please find the attached PDF containing the details of all 83 students

Perfect and clear communication is the key to run any program or process successfully.

Keeping this in mind we request all the students and College Training and Placement officer, to use the below WhatsApp Group Invite link to join the WhatsApp Group.

https://chat.whatsapp.com/KaSiDnYcKICD20vqwirwWT

How to register for Final On-Campus Placement process : https://eleation.com/on-campus_placement_2022/student/How_to_register_for_Final_Placement_process.pdf

Note : All the students, i.e. those who are selected for Free online Training program, those who has paid the course fees and joined the training program and those who didn't joined the training program. If they want to attend the final placement process, then you need to download the RAR file from ELEATION's website containing 100 models (76 for HyperWorks and 24 for ANSYS), you need to solve all the 100 models, create solution report and upload the solution report on or before 15th March 2022. Only those students, who will submit the correct solution report, will be eligible to attend the final placement process in April 2022

Also Please use the Below YouTube link, to watch a video in which we have explained the complete process

Sr. No.	Name	College Name	Year	Branch	Pre-Placement test Score	ANSYS Training Program	HyperWorks Training Program
1	Iakkula sunand	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Mechanical	100	Selected for Free Training Program	Selected for Free Training Program
2	Vamsi krishna	GUDLAVALLERU ENGINEERING COLLEGE	3rd Year	Mechanical	100	Selected for Free Training Program	Selected for Free Training Program
3	Nidadhavolu Kesava Sai Murali Krishna	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Mechanical	100	Selected for Free Training Program	Selected for Free Training Program
4	VUNNAM ROHITH JOEL	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Civil	100	Selected for Free Training Program	Selected for Free Training Program
5	Kareti Ajay Babu	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Mechanical	100	Selected for Free Training Program	Selected for Free Training Program
6	Katam Samuel Morris	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Mechanical	100	Can Pay the Course fees and Join the Training Program	Can Pay the Course fees and Join the Training Program
7	GUGULOTHU NAVEEN NAIK	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Mechanical	100	Can Pay the Course fees and Join the Training Program	Can Pay the Course fees and Join the Training Program
8	MOKA TARUN KUMAR	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Mechanical	100	Can Pay the Course fees and Join the Training Program	Can Pay the Course fees and Join the Training Program
9	Khizarur Rahaman	GUDLAVALLERU ENGINEERING COLLEGE	4th Year	Mechanical	100	Can Pay the Course fees and Join the Training Program	Can Pay the Course fees and Join the Training Program

Gmail

GEC-CE-ALUMNI <cegecalumini@gmail.com>

18481A01B4: Offer with Virtusa - Congratulations!!!!

GEC-CE-ALUMNI <cegecalumini@gmail.com> 22 September 2022 at 11:07
Draft

Dear Candidate,

Congratulations!!!!

We are delighted to have you on board and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward for a long-lasting association with you.

At Virtusa each one of us play a significant role in achieving our Company's Vision and Mission.

We believe in a work culture that combines fun with discipline & adherence to the standards in alignment with the principles of professional conduct.

Your date of joining and location would be mentioned in offer letter and we are pleased to offer you **4.5LPA**. We will release the offer letter and plan for onboarding once your education is completed. For now this email can be treated as confirmation from our end

Considering current situation, your joining will happen virtual as of now. It may change basis the situation.

Kindly ensure to keep the documents on the day of Joining handy:

1. **Four Passport size photo with white Background.**
2. **Two Photocopies of the below (in A4 Size only)**
    a. PAN Card , Aadhar Card and Passport
    b. 10th (Mark sheet)
    c. 12th/ Matriculation / Intermediate (Mark sheet)
    d. Graduation (Marksheets)

Note: Please keep all the original documents for verification. The original documents will be reviewed online.

Few additional points and conditions: -

1. Upon Joining, you shall undergo stipulated training and it is important that you are required to clear EIQ (Engineering IQ) assessment, which will be administered at the end of training program and the same would be evaluated with appropriate grades. Please note that not meeting the minimum expected grade as per EIQ eligibility criteria shall warrant for HR intervention to proceed with appropriate counselling or the actions as deem fit.
2. While Offer letter carries a location of posting, depending on the needs and changes, Organization has right to move the candidates to other locations across ATC in India depending on the business needs.
3. Considering current situation, the onboarding formalities & training shall be virtual – However, you are required to understand and report to the workplace on restoration of normalcy.
4. You are expected to sign a 2-year service agreement.
5. You are required to be flexible to pick up any profiles and work timing as per the requirements of the project.

Wishing you a great career with Virtusa!

Regards

GTP India

Campus Team

Virtusa

ME/HR/1501 Date: 08-Apr-2022

Dear Kundeti Tejaswini
Gudlavelleru Engineering College
Ph. No. + 91 70937 25498,
E-mail ID: tejaswinikundati@gmail.com

Subject: Offer Letter for the post of "Junior Associate - Project Management"

Congratulations...You are going to be part of Milekal Family!!!

We are delighted to extend this offer of employment for the position of "Junior Associate - Project Management" with Milekal Engineering Private Limited in India.

The details of your employment will be as follows:

- Designation & Department: Junior Associate- Project Management
- Onboarding Location & Date: Hyderabad, India on 09-May-2022 at 11:00AM
- Compensation Details: INR. 3,30,000 to INR. 3,90,000 per annum

(1.8 to 2.4 lakh Fixed Component + 1.5 lakh Stay Bonus*) + Performance Incentive + Team Bonus; post training period as Junior Associate. The fixed compensation during the 6 months training period INR. 7000 per month + Performance Incentive; as Trainee Associate.

Your regular employment shall commence after successful completion of your Fixed Term Traineeship with us. Your terms of employment, role & responsibility, general terms & conditions of service and code of conduct will be mentioned in detail in the appointment letter, issued on the date of joining.

You are requested to join the services of the Company by no later than 09-May-2022, failing which you may please consider the offer to be withdrawn.

Wishing you the very best. Yours very truly,

For Milekal Engineering Private Limited

Sd/-
Ratul Saha
Chief Controller- Operations

Encl: Annexure

Gmail

Ramsai Pusa <ramsaipusa7@gmail.com>

Engineer(Associate):Requires You For Trainee(R:9488)

1 message

Surbhi Gupta <jobs@info.skillsup.cloud> Tue, Nov 8, 2022 at 11:30 AM
To: ramsaipusa7@gmail.com

To view this email as a web page, go here.

Hi Candidate,

As discussed and for your kind attention, Wipro send an email for Interview as an Engineer(Trainee) for their backend team.

Engineer(Trainee)
Education Requirement- BE/B.Tech/M.E/M.Tech/Diploma(All Stream), MCA
In-India: Rs.6,75,000 Lac PA

View Details &Apply

Thanks & Regard
Surbhi Gupta

Unsubscribe

Cognizant

18-Apr-2022

DOJ- 30/07/2022

Dear Shaik Khaja Moinuddin,
B.Tech, Civil
Sudhevatery Engineering College, Sudhevatery

Candidate ID – 19766288

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 **401,000/-**. This includes an annual target incentive of INR **22,000/-** as well as Cognizant's contribution of INR **19,000/-** 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 **400,000/-**. This includes an annual target incentive of INR **22,000/-** as well as Cognizant's contribution of INR **19,000/-** 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.

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

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 15 days 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 (if offered to you) 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

Shaik Khaja Moinuddin 30/7/22

Wipro offer letter Mar 4

to me

March 4, 2022

Dear Guna Sindhu Priya singamaneni,

Congratulations! We are pleased to offer you the position of Intern at Wipro.

Please click on the below link to review and accept your internship letter at the earliest using a desktop/laptop.

Note : You will not be able to save Internship letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS internship Letter by 6th march 2022, failing which we will be forced to infer that

APPOINTMENT LETTER

January 24, 2022

Dear ACHALLA

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's internal portal i.e. myportal.wipro.com.

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and in the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so

requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property:

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment stand be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post graduation.
v. You have any pending backlogs arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience as well as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shukla
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE-I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

ANNEXURE III

SALARY OFFER SHEET

Name: ACHALLA .

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,845
Total Fixed Cash	**24,686**
PF (Employer Contribution)	1,800
Gratuity (0.31% of Basic)	521
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,409
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 0.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler.
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 3 months gross towards housing deposits in illness, death in immediate family or self-marriage.
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the EGI scheme.
d. Medical Insurance Coverage up to Rs 20/- per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (subject) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000 - 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through its retention date as applicable.

b. your employment has not been terminated for your performance or for cause prior to retention date.

HCL || Final Confirmation

1 message

Madhumita Murali <madhumita.m@hcl.com> Mon, Apr 18, 2022 at 8:19 PM
To: samadhi80744@gmail.com <samadhi80744@gmail.com>

Hello Ajanapuri Siva Sesha Samadhi,

Thank you for participating in test and interviews on that mentioned schedule.

We are glad to confirm that you have been selected for the opportunity with HCL.

Our onboarding team will reach out to you once we start onboarding.

Important Points:

1. CTC offered: INR 4.25 LPA.
2. Selected Candidates should be willing to work on any assignment assigned by HCL Technologies including 24*7 operations and Shifts, willing to learn.
3. Selected Candidates should be Willing to work in any location within India or abroad as assigned by HCL Technologies.
4. Service Agreement for 12 Months (as applicable). In case they leave before completing 12 months, they are liable to pay 90K to the organization.

Please Note:

Your Joining with HCL is subject to BGV Clearance, Re-hire Policy (incase applicable) and Eligibility criteria as follows:

1. Minimum 10% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs.
2. B.E/B. Tech Graduation passing Year 2022 & Specialization in CSE/IT/Circuit Branch only.

Madhumita Murali

HCL

[illegible]

cognizant

13-May-2022

Dear Aluri Supriya
B.Tech, Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 16796331

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 **401,000/-**. 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 **450,500/-**. 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, 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.

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

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 only **15 days** 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 (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (if offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training – Post joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://myhelpdesk.cognizant.com/ and

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

APPOINTMENT LETTER

January 20, 2022

Dear NAGA PRAN CHANDU ANUMUKONDA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

I NAGA PAVAN CHANDU ANUMUKONDA, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY DETERMSHEET

Name: NAGA PAVAN CHANDU ANUMUKONDA

Position: Project Engineer **Career Group: TRB - S**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,675
HRA	5,835
Bonus	3,334
Wipro Benefits Plan (WBP)	4,049
Total Fixed Cash	**24,888**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,308**
Other Compensation Benefits	
Health benefit (Medical)	900
Variable Pay	
Target Variable Pay	1,404
Target Cost to Company per month	**29,187**
Total Cost to Company per annum	**3,50,244**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 25,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: September 9, 2022

Dear Avisana Pravallika,
Vallapalli, Vallapalli
Valaparla, Prakasam, Prakasam,
Andhra Pradesh, India, 523260

Dear **Avisana Pravallika,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 15, 2022** at 9:00 A.M at the following address **Chennai02-5087-UI-Lab1&2,GF,1F,2F,3F,4F**.Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in-line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

Signature of Employee:

Docu Sign Document ID: [illegible]

VisualParadigm

Grasko solutions

15-206

30/09/2022

BADUGU VIJAY KUMAR
SALEM PALEM,
KODURU KRISHNA, Andhra Pradesh.

Contact No: 9515353881

Re: Employment Offer for the Position of QA_Trainee:

Dear Badugu Vijay Kumar:

With reference to your application and the subsequent interview(s) you had with us, we are pleased to make this offer to you for the position of **QA_Trainee** at Grasko Solutions Private Limited (the "Employer") subject to the following terms and conditions:

1. **Position.** You will be offered the position of **QA_Trainee** in the Employer. While serving the Employer in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

2. **Date of Joining.** As per our discussion, you will join the Employer on 10/10/2022, or another mutually agreed upon date, at the Employer's primary place of work located at #29, 29th Main Road BTM Layout 2nd Stage Bangalore, KA 560076.

3. **Annual Compensation.** You shall be paid an annual compensation of **₹3,00,000/- (Three Lakhs Only)** per annum. The compensation will be subject to applicable taxes and will be paid to you after the deduction of income tax and other applicable taxes at the source. The compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Employer's policy maintaining the strictest confidentiality of the compensation you receive from the Employer.

4. **Duties.** You will perform duties and services as required in relation to the affairs of the Employer as may be assigned to you from time to time. During the term of your employment with the Employer, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavors to promote the business interest of the Employer, (c) devote your full time, attention, and efforts to serve the Employer, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Employer or conflicts with your duties to the Employer.

5. **Working Hours.** Your standard working hours will be 9:00 AM to 6:30 PM, Monday through Friday, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require you to work beyond these hours. Additionally, the Employer may implement staggered work shifts, from time to time. In

KPIT

Date: 25th Mar 2022

Dear Talent,

Wearmost Congratulations!
You have successfully completed your ab-initio Genesis training program, conducted by KPIT.

Hence, we would like to offer the following Role, Designation and Grade to you.

Role: Trainee with stipend
Designation: Trainee with stipend
Grade: A

Additionally, KPIT is extremely happy to announce an individual one-time bonus of INR 50,000/- to you and your Genesis batch-mates who have completed the mandatory Genesis assessments. Most of you have passed the Genesis assessments with flying colours.

Commencing 04 Apr 2022, you are expected to join KPIT's Internship Program (online / offline / hybrid mode) for a duration of two to three months. During this time, you shall be aligned with experts from specific Practices (Departments / Verticals) at KPIT. If required, you may be requested to physically attend office (subject to the Covid-19 norms declared by the respective Governments and policies of KPIT issued from time to time). Moreover, few training modules have been slotted for some of you, to further make you industry-ready.

During this internship, you shall be paid a monthly stipend of INR 15,000/-, which will be paid to you at the end of each month. The above one-time bonus of INR 50,000/- will be payable to you alongwith the first stipend of your internship programme on 30 Apr 2022.

Absence, if any, from the internship programme will have to be approved by the competent authority. We fully understand that some of you may be required to take leave for your end-semester exams and preparation for the same. No stipend will be payable for the duration of your absence from the internship programme.

Total rewards / compensation upon confirmation as Full Time Employee (FTE)

- Upon successful completion of your internship program, you shall be eligible to join KPIT as a Full-Time Employee (FTE) of KPIT and be eligible to work on industry projects. As an FTE, your total target compensation, including all benefits would be INR 4,00,000/- (Four lac) per annum (p.a.).
- You will be eligible for medical insurance of INR 8 lac p.a. for self, spouse and children, which is fully sponsored by company. You can also take additional medical insurance upto INR 20 lac p.a. on nominal payment basis. You can add your parents and in-laws also for medical insurance on payment basis, the premium of which is almost half than what you get in the market. Moreover, you can pay this additional premium in six instalments.
- You will be eligible for term life insurance of INR 11 lac and personal accident insurance of INR 20 lac to cater for any unforeseen/unfortunate mishaps.
- You will also be eligible for 21 days annual leave and additional 13 days annual holidays as per our holiday calendar.
- You will have an annual vacation from 25 Dec to 01 Jan, every year in which all our offices are closed, so that you can plan your travel or pursue your passions and interest.
- You can pursue your Masters from Coventry University, UK. KPIT will sponsor 50% of your tuition fee.

Please note, that your joining as an FTE, would commence only upon your submission of the final mark sheet of your academic programme. Please note that your selection and joining at KPIT will stand cancelled in the event of your failure in your pen- ultimate / final semester examinations of your ongoing academic degree programme.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, SIDC 082, Phase II, Hinjawadi, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2019PLC174162

D +91 20 6772 6000
E info@kpit.com
W kpit.com

KPIT

We want to provide you the best of learning and growth in our endeavour to make KPIT the "Best Place to Grow". This is reflected in our compensation package as you grow in your journey with KPIT.

Salary upon completion of one year: Almost all of you would move to Grade B upon completion of one year with us (except a few poor performance cases) and your salary would be INR 4.5 lac to INR 5 lac p.a. (based on your performance, and policies of KPIT).

Salary upon completion of the bond of two years: On completion of the bond-duration, your salary would be INR 7 lac p.a. to INR 8 lac p.a. (based on your performance, and policies of KPIT).

Promotion to Grade C: We are in the midst of industry-leading growth, and all high performers can expect promotion to Grade C after 1 to 1.5 years in Grade B (total KPIT experience of 2 to 2.5 years) in which case, your salary would be INR 10.5 lac to INR 11.5 lac (based on your performance, and policies of KPIT).

Promotion to Grade D: For all high performers, promotion to Grade D would be after 1 to 1.5 years in Grade C (total KPIT experience of 3 to 4 years) in which case, your salary would be INR 12.5 lac to INR 13.5 lac p.a.

Bond: Upon joining KPIT on 04 Apr 2022, you are required to sign a bond of two years. In the event of you breaching the bond, there will be a penalty of INR 2,00,000/- (Two lac only) payable to KPIT in lieu of the training costs incurred for you. If there is some additional specialized technology training in future, there will be a separate additional bond for that training. The detailed terms and conditions are given in the agreement.

Kindly confirm your acceptance latest by 23:59 hrs on 29 Mar 2022 (Indian Standard Time). Beyond this date, this offer is considered null and void.

Acceptance of this Offer letter implies that you acknowledge that you are willing to sign the bond at the time of joining KPIT on 04 Apr 2022.

Note: Your internship and employment with KPIT shall be subject to the rules, regulations, policies issued by KPIT from time to time and shall be subject to the sole discretion of KPIT. In event of any breach or misrepresentation, fraud, illegal act or omission, KPIT reserves all rights and remedies available to it under law and equity.

Arbitration: Any dispute concerning the subject matter of internship, employment or confidentiality or the breach, termination or validity thereof, which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a "Dispute") shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the Sole Arbitrator to be appointed mutually as per the provisions of the Arbitration and Conciliation Act 1996. The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India.

Working Hours

- Your working hours are governed by applicable law.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites on the terms and conditions as applicable to you at the time of transfer.

Annual Leave

- You will be eligible for paid Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. Earned leaves need to be utilized on month basis and it cannot be credit forward.

Holidays

- You are entitled to Public Holidays applicable in India every year.

KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients.

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day-today conduct as an intern of KPIT.

Rules and Regulations of the Company

- Your internship will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes thereon from time to time.

Culture at KPIT

- KPIT has open door policy which makes the work culture transparent and easy to approach.
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights.
- KPIT has an open culture, a green work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills.
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of new energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dream Club

- Where passion comes alive, where a spirit of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dream caters to a wide variety of interests - sports, music, photographs, art, theatre, treks. Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR)

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- **Few of our CSR initiatives:**
  - Gitwik Scientists
  - Water Conservation through mass volunteering
  - Reforestation Program
  - Meet the Social Legends

A new assignment, workplace and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

Yours Sincerely,
For, KPIT Technologies Limited

Rahul Uplap
Associate Vice President
Global Head - Education & Competency Development (ECoDe)

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Maan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India | CIN: L72200MH2019PLC319183

T +91 20 6715 6000
E info@kpit.com
W kpit.com

18-209

HCL TECHNOLOGIES LTD.
Corporate Identity Number: [illegible]
Hindustan Hill, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA 201 [illegible]
T +91 [illegible] F +91 [illegible]
Registered Office: [illegible]
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: September 23, 2022

Dear Bavisetti Naga Veera Venkata Sudheer,
Kathulavanipalem, Guduru mandal, Krishna (Dt),
Andhra Pradesh, India.

Dear Bavisetti Naga Veera Venkata Sudheer,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 6, 2022** at 9:00 A.M at the following address **ChennaiIEE-IDNO-04-OF-118L2.1F.2F-ex2818.** Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s) Your Total Compensation will be **625000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number [illegible]
B-35, Sector 1, NOIDA 201 301, UP India
T: +91 120 4604100, 3037000 F: +91 120 2420833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavour of being the best in the business of IT Services. Welcome to our Organisation! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

HCLT Confidential

Signature of Employee:

18-211

Cognizant

Letter of Intent (LOI)

Superset ID: 1378044

November 02, 2021

Dear Jyothsna Beeram,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from you and within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below line.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI)

https://humanitas.cognizant.cognizant.com/Pages/Preludio

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

18-214

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137473549/Hyderabad
Date: 18/10/2021

Mr. Bhargava Boreddy
3-59-5,P C Palli Mandal,Nereducpalli,Prakasam,Nereducpalli,
Nereupalli,
Nereducpalli-523111,
Andhra Pradesh,
Tel# -

Dear Bhargava Boreddy,

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

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
[illegible]

TATA

GROSS SALARY SHEET Annexure 1

Name	Bhargava Boreddy
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A P

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 #	7,446	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	7,800
Provident Fund	1,774	21,288
Gratuity	711	8,532
Total of Annual Components & Retirals	2,485	37,722
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. 7800 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 that 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	7,446	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137443059/Hyderabad
Date: 16/10/2021

Ms. Bindu Sri Venkata Sai Lakshmi Chopparapu
D.No 2/191, Nibhanuputi/Main Road,
Near Mosque,
Vijayawada-521158,
Andhra Pradesh.
Tel# 91-7981811324

Dear Bindu Sri Venkata Sai Lakshmi Chopparapu,

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

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 this 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
[illegible]

TATA

GROSS SALARY SHEET

Annexure 1

Name	Bindu Sri Venkata Sai Lakshmi Chopparapu
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A P

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	7,800
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	3,485	37,722
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. 7800 if the employee is Single. If the employee is married or married with Children then Rs. 3,000/- 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
[illegible]

18-217

Infosys
Navigate your next

HRD/37/1000834625/22-23

December 23, 2022

Ms. CHEBROLU SUPRAJA

30/115, BESIDE VETARNARY HOSPITAL,
GUDIVADA ROAD, PAMARRU,
KRISHNA, A.P. - 521157,
India.

Ph: +91-9848456103

Dear CHEBROLU,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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

Infosys
Navigate your next

ANNEXURE – I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. CHERBOLE SUPRAJA
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	6,470
BONUS / EX-GRATIA (99% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**23,320**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out at the end of the financial year after adjusting the advance (99%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS				
Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money (Is to barrie by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Infosys
Navigate your next

ANNEXURE - II

(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. CHUBBOLA SUPRAJA
ROLE	System Engineer
ROLE DESIGNATION	System Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	11,000
BASKET OF ALLOWANCES	6,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,030
MONTHLY GROSS SALARY	**21,500**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out at the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,000
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**23,000**

4. INCENTIVE COMPONENTS	At an Indicative Payout of 5%	At Indicative Payout of 10%	At Indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of PGI)			24,250
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of PGI)			25,500
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of PGI)			28,000

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12500 (without insurance)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

(10)

15-218

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137474665/Hyderabad
Date: 18/10/2021

Mr. Ganesh Lakshmi Narasimha Chinnilli
3-35/2Ramalayam Street,
Chintaparru,
Palakol-534250,
Andhra Pradesh,
Tel# 91-7306661557

Dear Ganesh Lakshmi Narasimha Chinnilli,

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 **9**. 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

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 to 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
[illegible]

TATA

GROSS SALARY SHEET Annexure 1

Name	Ganesh Lakshmi Narasimha Chinnidi
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A P

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	3,36,977
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 deposited 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 that 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
[illegible]

wipro

APPOINTMENT LETTER

March 29, 2022

Dear mohan chundru,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible to:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (WAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. myapps.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics (Policies) as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment (contract) shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I mohan chundru, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: mohan chundru

Position: Project Engineer **Career Group:** TRB - II

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,675
HRA	5,830
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Cognizant

12-22-1

23-Apr-2022

Dear Danisetti Anand Kumar
B Tech, Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 1976[illegible]

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,[illegible]**/-. 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 **459,[illegible]**/-. 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, 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.

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

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 only **15 days** 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 (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands:

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://portal.myCognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

18-226

HCL Technologies Limited
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No. 3A Sector 126 NOIDA 201 304 UP, India
T +91 120 6125000 F +91 120 6000000
Registered Office: 806 Siddharth, 96 Nehru Place, New Delhi - 110019, India
www.hcltech.com

OFFER & APPOINTMENT LETTER

Offer Release Date: August 11, 2022

Dear Donevati Ganesh,
3-91,Pangidigudem
Jangareddigudem,west godavari, Jangareddigudem,
Andhra Pradesh, India, 534447

Dear **Donevati Ganesh**, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E2.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 11, 2022** at 9:00 A.M at the following address **Chennai(SEZ-SDB)-04-07 LIBCLIF,Pi-n2018**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the Lexus approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 425000** per annum, outlined in Annexure I

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD
Corporate Identification Number: L 74140 DL 1991 PLC 046369
B-35, Sector 1, 60008-201 501, UP, India
T: +91 120 4024700, 2021000 P: +91 120 2421833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

18-232

HCL Technologies Ltd.
Corporate Identity Number (CIN) [illegible]
Technologies Park, Sector 3, Noida
Phone: +91 [illegible]
E-Mail: [illegible]
Registered Office: 806 Siddharth, 96 Nehru Place, New Delhi - 110019, India
www.hcltech.com

OFFER & APPOINTMENT LETTER

Offer Release Date: August 20, 2022

Dear Kadavakollu Bala Subrahmanyam,
, Gudiavalleru,
Andhra Pradesh, India, .

Dear **Kadavakollu Bala Subrahmanyam,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd.** (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.2**.
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 22, 2022** at 9:00 A.M at the following address **Chennai03, ITA1 Mazalhar-ss 8102-E5** Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and solutions including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **429000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrears/backlogs.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

Signature of Employee:

APPOINTMENT LETTER

April 21, 2022

Dear Sahith Kavuluri

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulas, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

13. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology back to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

I Sahith Kavuluri, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment related actions including record keeping, processing compensation and benefits and any action required in the course of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Sahith Kavuluri

Position: Project Engineer **Career Group: TEB - 6**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,070
HRA	5,535
Bonus	2,334
Wipro Benefits Plan (WBP)	4,940
Total Fixed Cost	**24,880**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	588
Total Fixed Compensation	**27,168**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,409
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique

wipro

APPOINTMENT LETTER

January 21, 2022

Dear KODALI BABU

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI"), about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly adhered as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorised disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on

Total Cost to Company per annum	**3,00,004**

Additional sum amounting contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs.3lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 – 75000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through its retention date as applicable

b. your employment has not been terminated for your performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential

Infosys
Navigate your next

HRD/IT/1007130311/22-23

July 1, 2022

Mr. kolagatla venkata sivareddy
No.1-44,Gollapalle Village
Tarlupadu Mandal,Prakasam District
Markapur-523332
India

Ph: +91-9000023499

Dear kolagatla,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
ashard@infosys.com
www.infosys.com

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

Infosys
Navigate your next

HRD/1003/30111/22-23

July 1, 2022

Mr. kolagatla venkata sivareddy
S/o 1-44,Gollapalle Village
Tarlupadu Mandal,Prakasam District
Markapur-523332
India

Ph: +91-9000023899

Dear kolagatla,

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

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment. (**"Offer Letter"** hereinafter)

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **12-Sep-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

Infosys
Navigate your next

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. kalagatla venkata sivareddy
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	11,000
BASKET OF ALLOWANCES	6,478
BONUS / EX-GRACIA (90% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,050
MONTHLY GROSS SALARY	**19,528**

2. ANNUAL COMPONENT	
BONUS / EX-GRACIA : (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	100

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**19,800**
TOTAL GROSS SALARY	**19,800**

OTHER BENEFITS				
Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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

18-241

HCL Technologies Ltd.
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: November 17, 2022

Dear Dharma Teja Kolla,
1-103, Kanchakaduru
Gudurv Mandal,Krishna District,, Machilipatnam,
Andhra Pradesh, India, 521150

Dear **Dharma Teja Kolla,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organisation as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **November 22, 2022**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organisation will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrears/backlogs.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]

Please chant your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Debasis Sarkar
Sr. VP, Head-Global Rewards

18-3-42

wipro

APPOINTMENT LETTER

January 25, 2022

Dear Revanth Kollun,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications onbefore the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company repposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

the employee will not be borne by the Company and the employee individually is responsible.

6. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading By Insiders. Or write to [illegible].

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Revanth Kolluri, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on file same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Revanth Kolluri

Position: Project Engineer **Career Group: TRB - 6**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,875
HRA	5,625
Bonus	2,334
Wipro Benefits Plan (WBP)	4,844
Total Fixed Cash	**24,679**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,199**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,439
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	3,88,894

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Overtime Interest free loan of Rs. 25,000/- towards housing deposits or towards purchase of a two wheeler.
b. Overtime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits on illness, death in immediate family or self-marriage.
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.3lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	20000
End of 18 months	25000/- - 75000
End of Year 2	50,000/- - 1,00,000
End of Year 3	2,00,000/- - 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential.

Cognizant

15-243

23-Apr-2022

Dear Kolusu Rajesh,
B.Tech, Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 15758187

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 **401,985/-**. 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 **450,505/-**. 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, 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.

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

Please note:

1. This appointment is subject to satisfactory 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 only **15 days** 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 (if offered to you) as detailed below.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you)

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (if offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands:

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://candidate.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Kotulu Rajesh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Adverse Statutory Bonus***	2000	24,000
7	Special Allowance*	7549	90,189
	Annual Gross Compensation		**362,989**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**385,489**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		15,500
	Annual Total Remuneration		**401,989**

Note: The insurance amount may vary subject to market conditions from time to time.

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

Infosys
Navigate your next

HRD/ST/1003135868/22-23

July 1, 2022

18-246

Mr. SATISH KONA
No-14/350-1,
Edapalli
Machilipatnam-521001
India

Ph: +91-9347870032

Dear SATISH,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
info@infosys.com
www.infosys.com

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

Infosys
Navigate your next

HRD/1003135868/22-23

July 1, 2022

Mr. SATISH KONA
No-14/350-1,
Edepalli
Machilipatanam-521001
India

Ph: +91-9347870952

Dear SATISH,

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

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **12-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

Infosys
Navigate your next

ANNEXURE – II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. AATISH KONA
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	13,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (25% of Basic Salary) being paid out on a monthly basis)	2,810
MONTHLY GROSS SALARY	**22,538**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	100

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	At an Indicative Payout of 5%	At Indicative Payout of 10%	At Indicative Payout of 20%
RAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursements of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

11-297

LARSEN & TOUBRO

Larsen & Toubro Limited
Gateway Building
Transportation Infrastructure
Level 4, Ground Plus 7, 8, 9 & 10 Floors
Suren Road, Off Andheri - Ghatkopar Link Road,
Andheri (E), Mumbai - 400 093, INDIA
Tel : +91 22 6731 7000
Fax : +91 22 6731 7080
www.larsentoubro.com

Ref.: GET 2022/Ewin/Ind/TIC-LT/2021/7917418/000 **15th September 2022**

Ms. Kotlapati Gayathri Devi
Gudlavalleru Engineering College
Contact No. 8374832148

Dear Madam,

Sub: Appointment as Graduate Engineer Trainee

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

You are hereby advised to complete the pre-employment medical checkup at the earliest. Please note that your offer of training will be strictly subject to your being medical fit by our Company's doctor.

Your training commences from **10th October 2022** with pre-joining activities on **09th October 2022**. Accordingly, you are required to report at Chennai Head Quarters Office on **09th October 2022**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10th Std) Certificate and Mark sheet – In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years in Original. (Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining).
- Course Completion Certificate (if your final semester/ final year result is not declared) – In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men – Blazer and Tie & Women – formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age – either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact

HR Name	Contact Number	Mail ID
Mr. Ashish Prabhu S.S	[illegible]	[illegible]@larsen.com
Ms. Gayatri	[illegible]	[illegible]@larsen.com

Yours faithfully,
for LARSEN & TOUBRO LIMITED

(SUKHENDU DUTTA)
HEAD – TALENT ACQUISITION
TRANSPORTATION INFRASTRUCTURE IC

Generated by HRT Questionnaire Internal Use

LARSEN & TOUBRO

Larsen & Toubro Limited
Construction
Transportation Infrastructure
Landmark, 8th Ground Floor, 2nd, 3rd & 4th Floors,
Sunder Road, Off Jeedimetla, Kurla Road
Jeedimetla, Hyderabad - 500 055, 36000
Tel: +91 22 6181 7000
Fax: +91 22 6181 7500
www.larsen.com

Ref.: GET 2022/Electrical/T&C-LT20221791741806660 **16th September 2022**

Ms. Kortapati Gayathri Devi
Gudlavalleru Engineering College
Contact No. 8374832149

Dear Madam,

Sub: Appointment as Graduate Engineer Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

(a) Your passing the final Degree Examination in FIRST attempt and
(b) Being found medically fit by the Company's Doctor.

1. Your period of training will be for twelve months from the date you report for training.

2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.

3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
TOTAL	**40710/- P.M**	**39910 /- P.M**

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

	Project Based
Site Compensatory Allowances (P.M)	₹ 3162/-P.M.

A lump sum amount of **₹ 60,000/-** will be payable to Graduate Engineer Trainee on successful completion of training period.

You are also eligible to get Leave Travel Assistance **₹ 21,000/-** after the completion of eleven months of your training period. Refer Annexure – II.

4. **Gratuity**: Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

Sensitivity: c&f Construction Internal Use

LARSEN & TOUBRO

Larsen & Toubro Limited
Construction
Transportation Infrastructure
Landmark 'A', Ground Floor, 2nd & 4th Floors
Suren Road, Off. Andheri - Kurla Road
Andheri (E), Mumbai - 400 093 [illegible]
Tel: +91 [illegible]
Fax: +91 [illegible]
www.lnt.com

Ms. Kortapati Gayathri Devi

24. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formats in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

All communications/notices should be addressed to **HR Department, Transportation Infrastructure IC, L&T Construction, 6th floor, Landmark - A, Suren Road, Chakala, Andheri (East), Mumbai - 400093.** Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Yours Faithfully,
for LARSEN & TOUBRO LIMITED

(CHETANA PATNAIK)
HEAD – HUMAN RESOURCES
TRANSPORTATION INFRASTRUCTURE IC

Encl: As above
I have read the letter and accept my selection and all the terms and conditions thereof.

Kgayathri Devi
[illegible]
(Signature)

date : Sep 16, 2022

[illegible]

LARSEN & TOUBRO

Larsen & Toubro Limited
Construction
Transportation Infrastructure
Lakshmi B, Ground Floor, 7", 8" & 9" Floors
Suren Road, Off Andheri - Kurla Road
Andheri (E), Mumbai - 400 093, INDIA
Tel : +91 22 6691 7888
Fax : +91 22 6691 7889
www.LNTecc.com

ANNEXURE – B
L&T CONSTRUCTION

L&T Compensation Structure				
Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
Monthly Components (A)				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
Sub Total (A)	**40,710**	**4,88,520**	**43,070**	**5,16,840**
Statutory Components (B)				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
Sub Total (B)	**1,860**	**22,320**	**1,860**	**22,320**
Annual Components (C)				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
Sub Total (C)	**6,750**	**81,000**	**6,750**	**81,000**
Medical Insurance and other Benefits	898	10,776	3,148	37,776
Sub Total (D)	**898**	**10,776**	**3,148**	**37,776**
Total CTC	**₹ 50,218**	**₹ 6,02,616**	**₹ 54,828**	**₹ 6,57,936**

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unencashed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 3,000/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.50 lakhs of hospitalization expenses during the training. A nominal sum of ₹ 300/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 832/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.

Cognizant

23-Apr-2022

Dear Tagore Rao Kosireddy,
B.Tech, Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 16798253

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 **401,000/-**. 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 **450,000/-**. 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, 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.

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

Please note:

1. This appointment is subject to satisfactory 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 only **15 days** 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 require.

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training – Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://myhub2.Cognizant.onjoyjourney.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

18-2-49

wipro

APPOINTMENT LETTER

January 22, 2022

Dear KOSURU ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company , in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure IX - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependant member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I KOSURU ... confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: KOSURU .

Position: Project Engineer **Career Group: TRS - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,679
HRA	5,839
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,699**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	609
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. One-time interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. One-time interest free contingency loan of lesser of Rs. 50,000/- and 3 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs.3lac per annum

ANNEXURE - IV

Cognizant

15-Jan-2022

Kotari Yedukondala Naga Sai Vinay
B.Tech Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kotari Yedukondala Naga Sai Vinay,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant Gen-C program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

16-21

Offer: Computer Consultancy
Ref: TCSL/CT202154863279/Hyderabad
Date: 15/11/2021

Mr. KOTHALANKA MOHAN KUMAR,
5/11,CHERUVU GATTU, ISUKAPUDI,
AMBAJI PET,
EAST GODAVARI-533214,
ANDHRA PRADESH,
Tel# -

Dear KOTHALANKA MOHAN KUMAR,

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
Gachibowli, No. 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2323 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpline: 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 to 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
[illegible]
Tel: 91 40 6667 2000 Fax: 91 40 6667 7222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Cement Services: 1800 209 3111 Email: [illegible]

TATA

GROSS SALARY SHEET

Annexure 1

Name:	KOTHALANKA MOHAN KUMAR
Designation:	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A.P

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	7,000
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,822
TOTAL GROSS	27,415	3,36,877
Xplore! Learning Incentive**		Upto 50,000

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

* Amount disclosed 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. 7800 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 Bulk (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
Gachibowli, Par 1, Gulfoam Hills Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 3000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpdesk: 1800 209 3111 Email: careers@tcs.com

18-253

Capgemini

Capgemini Technology Services India Limited
(Formerly known as ISATE Global Solutions Limited)
IT 1, IT 2, Ann/MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4080 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1472500

Letter of Intent ("LOI")

Dear Kunapareddy SaiRam,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com; please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1472500**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1472500**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1472500**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a System generated document and does not need a signature.

ANNEXURE 1

Kunapareddy Saiftam
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tajinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd Office: Pune Infopark Regd. Office No. 10, Rajiv Gandhi Infotech Park, Infopark Phase II, MIDC DEC, Village Man, Tamaa Mundhi, Pune - 411057, Maharashtra, India. Tel: +91 20 4688 1000 | Fax: +91 20 4688 1002 | CIN: U80100PN1998PLC145000

18-214

HCL Technologies Ltd.
[illegible]
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, Noida 201 304, UP, India
T: +91 120 6125000, +91 120 4689000
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110 019, India
www.hcltech.com
CIN: [illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: September 21, 2022

Dear Kundeti Lakshmi Sai,
S-9/a, Gunukidu, mandavadi mandal, Andhra Pradesh,
Andhra Pradesh, India, 521325

Dear Kundeti Lakshmi Sai,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 6, 2022** at 9:00 A.M at the following address **Chennai(E2-1080-04-GF L1&L2,1F,2F-ed2018**.Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **421000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-36, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4024700, 3221000 F: +91 120 2425809
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137S1797/Hyderabad
Date: 13/11/2021

Mr. Aditya Kunchati
5/8Mudinepalli,
Main Road,
Mudinepalli-521325,
Andhra Pradesh,
Tel# -

Dear Aditya Kunchati,

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

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 to 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
[illegible]
[illegible]
[illegible]
[illegible]

TATA

GROSS SALARY SHEET

Annexure 1

Name	Aditya Kurichetti
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A P

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 80,000

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. 3,800/- 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
[illegible]

APPOINTMENT LETTER

January 24, 2022

Dear Ms sri kusam,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter, duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I teja sri hussain, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: teja sri hussain

Position: Project Engineer **Career Group: TNB - 8**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,570
HRA	5,833
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,586**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	520
Total Fixed Compensation	**27,186**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler.
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage.
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

18-261

Infosys
Navigate your next

HRD/IT/1000032492/22-23

December 23, 2022

Mr. MANNE SAI LAKSHMAN

4-17, RAMALAYAM STREET,
PEDAPALAPARRU, MUDINE PALLI,
KRISHNA, A.P. - 521123,
India.

Ph: +91-9951503051

Dear MANNE,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
infosys@infosys.com
www.infosys.com

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

Infosys
Navigate your next

ANNEXURE - 1
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. MANNE NAGA LAKSHMIAH
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,000
BASKET OF ALLOWANCES	6,470
BONUS / EX-GRATIA (95% of the eligible amount (30% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,320**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (Without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria outlined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Infosys
Navigate your next

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Mr. HANNE SAI LAKSHMAN
TITLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	17,000
BASKET OF ALLOWANCES	8,475
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	5,600
MONTHLY GROSS SALARY	**31,125**

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

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**33,000**

4. INCENTIVE COMPONENTS	At an Indicative Payout of 5%	At Indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of TGS)			34,250
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of TGS)			35,500
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of TGS)			38,000

OTHER BENEFITS

Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN subject to adherence of Trainee Agreement	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

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

15-2-62

Cognizant

15-Jan-2022

Mekala Naveen Babu
B.Tech Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Mekala Naveen Babu,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without your prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

TATA

18-265

Offer: Computer Consultancy
Ref: TCSL/CT202184537781/Hyderabad
Date: 13/11/2021

Mr. MOHAMMED ALI,
18/327-1,MACHAVARAM, EXCHANGE OFFICE OPP. ROAD,
MACHILIPATNAM,
KRISHNA-521001,
ANDHRA PRADESH,
Tel# -

Dear MOHAMMED ALI,

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
[illegible]
Tel: [illegible] Fax: [illegible] Website: [illegible]
Registered Office: Nirmal Building, [illegible] Floor, Nariman Point, Mumbai [illegible]
TCS Contact Centre: [illegible] Email: [illegible]

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 to 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 6567 2000 Fax: 91 40 6567 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Contact Services: 1800 209 3111 Email: [illegible]

TATA

GROSS SALARY SHEET

Annexure 1

Name	MOHAMMED ALI
Designation	Assistant System Engineer-Trainee
Institute Name	Godavaffery Engg. College, A P

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	3,38,677
Xplore! Learning Incentive****		Upto 50,000

Refer to Table 2 for TCS defined Structure. In case you wish not to restructure your Bulk TCS 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: TCS defined structure for Bulk (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
Gachibowli, Sy. 1, Gottigadda (Vill) Lingampally, Rangareddy, Hyderabad 500 081 India
Tel: 91-40-6047 2000 Fax: 91-40-6047 3272 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpline: 1800 209 3111 Email: careers@tcs.com

Cognizant

18-267

12-Jan-2022

Gopi Chand Narra
B.Tech Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Gopi Chand Narra,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

✓ I Gopi Chand Narra hereby agree that I have understood the terms and conditions of the current document accepted electronically on Jan 15 2022 1:32PM effective from 2022-01-22

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

I (Sign) I (Jane) Hana hereby agree that I have understood the terms and conditions of the current document accepted electronically on Jan 13 2022 1:30PM effective from 2022-01-22

15-348

[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: August 2, 2022

Dear NERUSU VIJAY KUMAR,
3-85-1,nandivada mandal
Vennanapudi,krishna district, Gudivada,
Andhra Pradesh, India, 521321

Dear **NERUSU VIJAY KUMAR,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(hereto referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 8, 2022** at 9:00 A.M at the following address **Chennai[illegible]** .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 425000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

HCLT Confidential

Signature of Employee:

KPIT

Date: 28th Mar 2022

Dear PENJERTHI SALOMI,

Heartfest Congratulations!
You have successfully completed your ab-initio Genesis training program, conducted by KPIT.

Hence, we would like to offer the following Role, Designation and Grade to you.

Role: Trainee with stipend
Designation: Trainee with stipend
Grade: A

Additionally, KPIT is extremely happy to announce an individual one-time bonus of INR 50,000/- to you and your Genesis batch-mates who have completed the mandatory Genesis assessments. Most of you have passed the Genesis assessments with flying colours.

Commencing 04 Apr 2022, you are expected to join KPIT's Internship Program (online / offline / hybrid mode) for a duration of two to three months. During this time, you shall be aligned with experts from specific Practices (Departments / Verticals) at KPIT. If required, you may be requested to physically attend office (subject to the Covid-19 norms declared by the respective Governments and policies of KPIT issued from time to time). Moreover, few training modules have been slotted for some of you, to further make you industry-ready.

During this internship, you shall be paid a monthly stipend of INR 15,000/-, which will be paid to you at the end of each month. The above one-time bonus of INR 50,000/- will be payable to you alongwith the first stipend of your internship programme on 30 Apr 2022.

Absence, if any, from the internship programme will have to be approved by the competent authority. We fully understand that some of you may be required to take leave for your end-semester exams and preparation for the same. No stipend will be payable for the duration of your absence from the internship programme.

Total rewards / compensation upon confirmation as Full Time Employee (FTE)

- Upon successful completion of your Internship program, you shall be eligible to join KPIT as a Full-Time Employee (FTE) of KPIT, and be eligible to work on industry projects. As an FTE, your total target compensation, including all benefits would be INR 4,00,000/- (Four lac) per annum (p.a.).
- You will be eligible for medical insurance of INR 6 lac p.a. for self, spouse and children, which is fully sponsored by company. You can also take additional medical insurance upto INR 20 lac p.a. on nominal payment basis. You can add your parents and in-laws also for medical insurance on payment basis, the premium of which is almost half than what you get in the market. Moreover, you can pay this additional premium in six instalments.
- You will be eligible for term life insurance of INR 11 lac and personal accident insurance of INR 20 lac to cater for any unforeseen/unfortunate mishaps.
- You will also be eligible for 21 days annual leave and additional 10 days annual holidays as per our holiday calendar.
- You will have an annual vacation from 25 Dec to 01 Jan, every year in which all our offices are closed, so that you can plan your travel or pursue your passions and interest.
- You can pursue your Masters from Coventry University, UK. KPIT will sponsor 50% of your tuition fee.

Please note, that your joining as an FTE, would commence only upon your submission of the final mark sheet of your academic programme. Please note that your selection and joining at KPIT will stand cancelled in the event of your failure in your pen-ultimate / final semester examinations of your ongoing academic degree programme.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Blaso, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74899PN2018PLC174182

D +91 20 6770 6000
E info@kpit.com
W kpit.com

KPIT

We want to provide you the best of learning and growth in our endeavour to make KPIT the "Best Place to Grow". This is reflected in our compensation package as you grow in your journey with KPIT.

Salary upon completion of one year: Almost all of you would move to Grade B upon completion of one year with us (except a few poor performance cases) and your salary would be INR 4.5 lac to INR 5 lac p.a. (based on your performance, and policies of KPIT).

Salary upon completion of the bond of two years: On completion of the bond duration, your salary would be INR 7 lac p.a. to INR 8 lac p.a. (based on your performance, and policies of KPIT).

Promotion to Grade C: We are in the midst of industry-leading growth, and all high performers can expect promotion to Grade C after 1 to 1.5 years in Grade B (total KPIT experience of 2 to 2.5 years) in which case, your salary would be INR 10.5 lac to INR 11.5 lac (based on your performance, and policies of KPIT).

Promotion to Grade D: For all high performers, promotion to Grade D would be after 1 to 1.5 years in Grade C (total KPIT experience of 3 to 4 years) in which case, your salary would be INR 12.5 lac to INR 13.5 lac p.a.

Bond: Upon joining KPIT on 04 Apr 2022, you are required to sign a bond of two years. In the event of you breaching the bond, there will be a penalty of INR 2,00,000/- (Two lac only) payable to KPIT in lieu of the training costs incurred for you. If there is some additional specialized technology training in future, there will be a separate additional bond for that training. The detailed terms and conditions are given in the agreement.

Kindly confirm your acceptance latest by 23:59 hrs on 28 Mar 2022 (Indian Standard Time). Beyond this date, this offer is considered null and void.

Acceptance of this Offer letter implies that you acknowledge that you are willing to sign the bond at the time of joining KPIT on 04 Apr 2022.

Note: Your internship and employment with KPIT shall be subject to the rules, regulations, policies issued by KPIT from time to time and shall be subject to the sole discretion of KPIT. In event of any breach or misrepresentation, fraud, illegal act or omission, KPIT reserves all rights and remedies available to it under law and equity.

Arbitration: Any dispute concerning the subject matter of internship, employment or confidentiality or the breach, termination or validity thereof, which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the Sole Arbitrator to be appointed mutually as per the provisions of the Arbitration and Conciliation Act 1996. The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India.

Working Hours

- Your working hours are governed by applicable law.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites on the terms and conditions as applicable to you at the time of transfer.

Annual Leave

- You will be eligible for paid Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. Earned leaves need to be utilized on month basis and it cannot be credit forward.

Holidays

- You are entitled to Public Holidays applicable in India every year.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Wisan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2019PLC174152

+91 20 6776 6000
info@kpit.com
kpit.com

KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients.

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day-today conduct as an intern of KPIT.

Rules and Regulations of the Company

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

Culture at KPIT

- KPIT has open door policy which makes the work culture transparent and easy to approach.
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights.
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills.
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Dramatization of new energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - sports, music, photography, art, theatre, treks. Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR)

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR initiatives:
  - Ottiyte Scholarship
  - Water Conservation through mass volunteering
  - Rehabilitation Programs
  - Meet the Social Legends

A new assignment, multiplex and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

Yours Sincerely,
For KPIT Technologies Limited

Rahul Upsap
Associate Vice President
Global Head – Education & Competency Development (ECoDe)

18-292

HCL Technologies Ltd
Registered Office: Sector - 126, Noida - 201301, India
Technology Park, Special Economic Zone
Plot No. 3A, Sector 126, Noida 201 304, UP, India
T: +91 120 6125000 F: +91 120 6125001
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com
CIN: L74140DL1991PLC046369

OFFER & APPOINTMENT LETTER

Offer Release Date: August 11, 2022

Dear Patil VENKATA SAI,
28/216-A Circle Pete Machilipatnam
28/216-A Circle Pete Machilipatnam, Machilipatnam,
Andhra Pradesh, India, 521001

Dear Patil **VENKATA SAI,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (hereinafter referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment to our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 18, 2022** at 9.00 A.M at the following address **Chennai-602, 3082 Shalinganallur 600119**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in the organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 425000** per annum, outlined in Annexure I

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
A-30, Sector 1, NOIDA-201 301, UP, India
T +91 120 4919780, 2321000 F +91 120 2421833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
[illegible]

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

Signature of Employee:

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20211946271/Hyderabad
Date: 13/11/2021

Mr. RAJULAPATI VENKATA SAI,
1-28A HUNUMAN TEMPLE ROAD,
PAMIDIMUKKALA MANDAL,
KRISHNA-521256
ANDHRA PRADESH
Tel# -

Dear RAJULAPATI VENKATA SAI,

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
[illegible]
[illegible]
[illegible]
[illegible]

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 to 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 Innovation, 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	RAJULAPATI VENKATA SAI
Designation	Assistant System Engineer-Trainee
Institute Name	Godlavalleru Engg. College, A.P

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	7,800
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,35,877
Xplore/ Learning Incentive****		Upto 35,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your Bolt, 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. 7800 if the employee is Single. If the employee is married or married with Children then Rs. 3,800/- 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 Bolt (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	300	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 Express Association: 1800 209 3111 Email: cares@tcs.com

15-1-17

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT-1, (T-3, Ana) INDIC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Supersat ID: 1420049

Letter of Intent ("LOI")

Dear SANAKA NARAYANA,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1420049**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1420049**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1420049**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

ANNEXURE 1

SANAKA NARAYANA
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tajinder Sethi
Head - Fresher Hiring

This is a system-generated document and does not need a signature.

Regd Office: Pune Hinawadi Regd. Office No. 10, Maja Gandhi Infotech Park, Hinawadi Phase II, 6600 [illegible], Village Mau, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 [illegible] / Fax: +91 20 [illegible] / CIN: [illegible]

K-280

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137472275/Hyderabad
Date: 31/10/2021

Mr. Chaitanya Kumar Sandaka
3-186 BSundarampeta,
Sivalayam Back,
Vuyyuru-521165,
Andhra Pradesh.
Tel# 91-9705005966

Dear Chaitanya Kumar Sandaka,

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 Xpiore 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 Xpiore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]
Tel: [illegible] Fax: [illegible] Website: [illegible]
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
[illegible]

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
[illegible]

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Chaitanya Kumar Sandaka**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Gudlavalleru Engg. College, A.P**

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	21,288
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,577
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 deposited 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. 3,000/- 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
[illegible]

E-251

HCL Technologies Ltd
Corporate Identity Number: [illegible]
Technology Hub, Sunset Quarter, Zone
Member: the Zone Unit Worldwide Site of Zone
T-[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: July 12, 2022

Dear sayala Meghana Rani,
33-3A, Appikatla
pedhaparipudi mandal, krishna district, Krishna,
Andhra Pradesh, India, 521261

Dear **sayala Meghana Rani,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **July 15, 2022** at 9:00 A.M at the following address **Chennai-SEZ, SDB2 Sholinganallur 601/3** .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure)

Your Total Compensation will be **INR 425000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

18-282

CSS CORP

Date: 17th Nov 2021

LETTER OF INTENT

Dear SAIYAD IBRAHIM,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format.** You would do your "Virtual Internship" with us in **"Wireless Networking Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on **3rd January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, including CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.

11. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
12. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the internship program.

13. CSS Corp reserves the right to withdraw the admission at any stage, in case you do not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

14. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.

15. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

DECLARATION

I, _____, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).

5. I understand that a laptop (Minimum Configuration: Windows 64 bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.

6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the

result declared by CSS Corp. As a logical corollary, I will not be considered for absorptions' employment by with CSS Corp.

8. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp.

9. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

10. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 3.2 Lacs per annum or as CSS Corp may determine at that point of time**.

11. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

12. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

14. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work on average of 5 days a week or as per business requirements of CSS Corp.

Name: Signature of the Candidate

Date:

15-254

Ref.No:MPHTH_CC2023-2266
Dear Suleman Syed,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of "**Associate Software Engineer**" in **Band S, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

18-286

Infosys
Navigate your next

IIRD/3T/1000059642/22-23

December 23, 2022

Ms. TALARI PAVANI

1-40, CHAVALIPADU POST,
MANDAVALI MANDAL,
KRISHNA, A.P. - 521331,
India.

Ph: +91-9959484792

Dear TALARI,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
ankur@infosys.com
www.infosys.com

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

Infosys
Navigate your next

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. TALARI PAVANI
ROLE	System Engineer
ROLE DESIGNATION	System Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	11,000
BASKET OF ALLOWANCES	4,470
BONUS / EX-GRATIA (90% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**18,320**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (90%) paid out on a monthly basis)	150
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,980
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**21,000**
TOTAL GROSS SALARY	**21,000**

OTHER BENEFITS

Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Training Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Infosys
Navigate your next

ANNEXURE - II

(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. TALARI PAVANI
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	At an Indicative Payout of 5%	At Indicative Payout of 10%	At Indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (Is to be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (x-Retail monthly)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amount will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Cognizant

18-7-22

18-Jan-2022

Tavva Gayathri
B.Tech Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Tavva Gayathri,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

18-270

HCL TECHNOLOGIES LTD.
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: August 22, 2022

Dear Turlapati Seshasai Srilekha,
cinema hall road yarlagadda vaari vesthi,
beside post office road, Gudlavalleru, GUDLAVALLERU,
Andhra Pradesh, India, 521356

Dear **Turlapati Seshasai Srilekha,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 25, 2022** at 9:00 A.M at the following address **Chennai[illegible]-UA-Lab 3-3.1F** . Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BFO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **INR 625000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

Signature of Employee:

18-292

HCL Technologies Ltd.
Corporate Identity Number (CIN) [illegible]
Registered Office: [illegible]
Phone: [illegible]
E-Mail: [illegible]
Registered Office: [illegible]
www.hcltech.com
www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: August 28, 2022

Dear Sravya Unnam,
3-45, Near Corporate bank road, Muppalla, Nandigama,
Andhra Pradesh, India, 521183

Dear Sravya Unnam,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 30, 2022** at 9:00 A.M at the following address **Chennai(SEZ ADR) V10-SF-1B,1D,2A,2B,2C** Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd

Amrita Das
Senior Vice President
Head-Global Rewards

18-254

HCL Technologies Ltd.
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: September 13, 2012

Dear VANAMALA GAYATHRI,
5-9-4/1, rama koti pete
Repalle, Guntur, Repalle,
Andhra Pradesh, India, 522265

Dear **VANAMALA GAYATHRI,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 22, 2012** at 9:00 A.M at the following address **Client Location**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **425000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrears/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
8/30, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4624700, 2227800-9, +91 120 2425800
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

Signature of Employee:

18-297

Cognizant

15-Jan-2022

Revathi Yakkati
B.Tech Electrical & Electronics Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Revathi Yakkati,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

18-2-95

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137487830Hyderabad
Date: 16/10/2021

Mr. Sivaraj Yarra
0-16Gopalapuram,
Gopalapuram,
Addanki-523201,
Andhra Pradesh.
Tel# 91-7680936309

Dear Sivaraj Yarra,

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
[illegible]

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 to use a QR code scanner from your mobile to validate this 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
Discoverpark, No 1 Infosys Hills 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 Servicebox: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Elvaraj Yarra**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Gudlavalleru Engg. College, A P**

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	7,800
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your Bulb, 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. 7800 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 Bulb (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
Discovery Park, No 1 Software Units Layout, Madhapur, Hyderabad 500 019 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 4th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Bureau: 1800 209 31 11 Email: careers@tcs.com

19-3-201

Infosys
Navigate your next

HRD/IT/1003143962/22-23

July 1, 2022

Mr. Daram Vinay
4-21-1, Janakigudem,
Bonuninampadu,
Mudinepalli-521343
India

Ph: +91-7989866610

Dear Daram,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
infosys@infosys.com
www.infosys.com

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

Infosys
Navigate your next

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Barun Vinay
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,470
BONUS / EX-GRATIA (90% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,320**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out to the end of the financial year after adjusting the allowance (90%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (Unfunded security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

19-5-2022

KPIT

Date: 28th Mar 2022

Dear POTHURAJU KANAKA VIJAYALAKSHMI VIGNESWARI,

Heartfeat Congratulations!
You have successfully completed your ab-initio Genesis training program, conducted by KPIT.

Hence, we would like to offer the following Role, Designation and Grade to you.

Role: Trainee with stipend
Designation: Trainee with stipend
Grade: A

Additionally, KPIT is extremely happy to announce an individual one-time bonus of INR 50,000/- to you and your Genesis batch-mates who have completed the mandatory Genesis assessments. Most of you have passed the Genesis assessments with flying colours.

Commencing 04 Apr 2022, you are expected to join KPIT's Internship Program (online / offline / hybrid mode) for a duration of two to three months. During this time, you shall be aligned with experts from specific Practices (Departments / Verticals) at KPIT. If required, you may be requested to physically attend office (subject to the Covid-19 norms declared by the respective Governments and policies of KPIT issued from time to time). Moreover, few training modules have been slotted for some of you, to further make you industry ready.

During this internship, you shall be paid a monthly stipend of INR 15,000/-, which will be paid to you at the end of each month. The above one-time bonus of INR 50,000/- will be payable to you alongwith the first stipend of your internship programme on 30 Apr 2022.

Absence, if any, from the internship programme will have to be approved by the competent authority. We fully understand that some of you may be required to take leave for your end-semester exams and preparation for the same. No stipend will be payable for the duration of your absence from the internship programme.

Total rewards / compensation upon confirmation as Full Time Employee (FTE):

- Upon successful completion of your internship program, you shall be eligible to join KPIT as a Full-Time Employee (FTE) of KPIT, and be eligible to work on industry projects. As an FTE, your total target compensation, including all benefits would be INR 4,00,000/- (Four lac) per annum (p.a.).
- You will be eligible for medical insurance of INR 5 lac p.a. for self, spouse and children, which is fully sponsored by company. You can also take additional medical insurance upto INR 20 lac p.a. on nominal payment basis. You can add your parents and in-laws also for medical insurance on payment basis, the premium of which is almost half than what you get in the market. Moreover, you can pay this additional premium in six instalments.
- You will be eligible for term life insurance of INR 11 lac and personal accident insurance of INR 20 lac to cater for any unforeseen/unfortunate mishaps.
- You will also be eligible for 21 days annual leave and additional 10 days annual holidays as per our holiday calendar.
- You will have an annual vacation from 25 Dec to 01 Jan, every year in which all our offices are closed, so that you can plan your travel or pursue your passions and interest.
- You can pursue your Masters from Coventry University, UK. KPIT will sponsor 50% of your tuition fee.

Please note, that your joining as an FTE, would commence only upon your submission of the final mark sheet of your academic programme. Please note that your selection and joining at KPIT will stand cancelled in the event of your failure in your pen- ultimate / final semester examinations of your ongoing academic degree programme.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Maan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2018PLC174102

D: +91 20 6775 6000
E: info@kpit.com
W: kpit.com

KPIT

We want to provide you the best of learning and growth in our endeavour to make KPIT the "Best Place to Grow". This is reflected in our compensation package as you grow in your journey with KPIT.

Salary upon completion of one year: Almost all of you would move to Grade B upon completion of one year with us (except a few poor performance cases) and your salary would be INR 4.5 lac to INR 5 lac p.a. (based on your performance, and policies of KPIT).

Salary upon completion of the bond of two years: On completion of the bond duration, your salary would be INR 7 lac p.a. to INR 8 lac p.a. (based on your performance, and policies of KPIT).

Promotion to Grade C: We are in the midst of industry-leading growth, and all high performers can expect promotion to Grade C after 1 to 1.5 years in Grade B (total KPIT experience of 2 to 2.5 years) in which case, your salary would be INR 10.5 lac to INR 11.5 lac (based on your performance, and policies of KPIT).

Promotion to Grade D: For all high performers, promotion to Grade D would be after 1 to 1.5 years in Grade C (total KPIT experience of 3 to 4 years) in which case, your salary would be INR 12.5 lac to INR 13.5 lac p.a.

Bond: Upon joining KPIT on 04 Apr 2022, you are required to sign a bond of two years. In the event of you breaching the bond, there will be a penalty of INR 2,00,000/- (Two lac only) payable to KPIT in lieu of the training costs incurred for you. If there is some additional specialized technology training in future, there will be a separate additional bond for that training. The detailed terms and conditions are given in the agreement.

Kindly confirm your acceptance latest by 23:59 hrs on 29 Mar 2022 (Indian Standard Time). Beyond this date, this offer is considered null and void.

Acceptance of this Offer letter implies that you acknowledge that you are willing to sign the bond at the time of joining KPIT on 04 Apr 2022.

Note: Your internship and employment with KPIT shall be subject to the rules, regulations, policies issued by KPIT from time to time and shall be subject to the sole discretion of KPIT. In event of any breach or misrepresentation, fraud, illegal act or omission, KPIT reserves all rights and remedies available to it under law and equity.

Arbitration: Any dispute concerning the subject matter of internship, employment or confidentiality or the breach, termination or validity thereof, which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the Sole Arbitrator to be appointed mutually as per the provisions of the Arbitration and Conciliation Act 1996. The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India.

Working Hours

- Your working hours are governed by applicable law.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites on the terms and conditions as applicable to you at the time of transfer.

Annual Leave

- You will be eligible for paid Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. Earned leaves need to be utilized on month basis and it cannot be credit forward.

Holidays

- You are entitled to Public Holidays applicable in India every year.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase-III, Maan, Taluka - Mulshi, Hinjewadi, Pune - 411057, India. | CIN: U74999PN2018PLC174182

O +91 20 6770 6000
E info@kpit.com
W kpit.com

KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients.

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day-to-day conduct as an intern of KPIT.

Rules and Regulations of the Company

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

Culture at KPIT

- KPIT has open door policy which makes the work culture transparent and easy to approach.
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights.
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills.
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - sports, music, photography, art, theatre, treks. Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR)

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR initiatives:
  - Chinole Scientists
  - Water Conservation through mass volunteering
  - Reforestation Program
  - Meet the Social Legends

A new assignment, workplace and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

Yours Sincerely,
For: KPIT Technologies Limited

Rahul Uplap
Associate Vice President
Global Head – Education & Competency Development (ECoDe)

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Hinjawadi, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2019PLC174162

D +91 25 9770 0000
E info@kpit.com
W kpit.com

19-7-23

Multiplier Solutions
AI Powered Healthcare Marketing

LETTER OF INTENT

Dear A. Naga Hemanth,

The purpose of this letter is to inform you that your candidature has been selected for the position of **Campaigns and Voice Process Executive** in **Multiplier IT Solutions India Pvt Ltd.** Your CTC is **4.7lpa** with Internship and your CTC is **4.3lpa** without internship. We are excited to have you as part of our team.

We take the privilege to inform you that your employment will start from **(01/June/2022)** given that all the joining formalities including your bank formalities are completed by **10-March-2022**. So that you can join the company as an intern by **15-March-2022**. However the expected date of joining could vary based on project requirements and unforeseen circumstances.

Note that: This LOI will be considered invalid after **10-March-2022** unless the joining formalities including Bank Guarantee is completed and the offer letter is issued and accepted by the candidate. Also the LOI needs to be accepted by the candidate and it will be considered valid from the date of issuance till **04-March-2022** only. Once the candidate has accepted the LOI they will not sit through any of the campus placements.

Looking forward to on-board you as a part of our team!

Saumya Prakash

Saumya Prakash,
Director, Multiplier IT Solutions India Pvt Ltd

A. Naga Hemanth,
Signature

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
P.1, IT-2, Ajay WIDC, Thane - Belapur Road
Navi Mumbai-400706, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 6101
www.capgemini.com/in-en

Superset ID: 1342010

Letter of Intent ("LOI")

Dear Mopidevi Dorababu,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact freshertrainingin@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1342619**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1342619**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1342619**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Mopidevi Dorababu
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tajinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd. Office: Pune Imperial Regd. Office No. 10, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC DEZ, Village Hari, Tahuka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6698 1000 | Fax: +91 20 6698 6000 | CIN: U85110PN1983PLC145960

Capgemini

Capgemini Technology Services India Limited
(Formerly known as KATE Global Solutions Limited)
IT 1, IT 2, Ajay MIDC, Thane - Belapur Road
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4083 | Fax: +91 22 7141 2121
www.capgemini.com/in/en

Superset ID: 1537852

Letter of Intent ("LOI")

Dear VIJAY SRIPARTHI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact freshertrong.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1537852**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1537852**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1537852**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sathi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

ANNEXURE 1

VIJAY SRIPARTHI
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tajinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd Office: Pune Hinjawadi Regd. Office No. 16, Rajiv Gandhi Infotech Park, Hinjawadi Phase II, MIDC-SEZ, Village Man, Tahsil Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6600 1000 | Fax: +91 20 6600 4000 | CIN: [illegible]

19-1-215

Infosys
Navigate your next

HRD/ST/1000852498/22-23

December 23, 2022

Mr. BOLLAVARAPU LAKSHMANA BABU

7-53, CHINAPRATHIPADU,
MUDINEPALI,
KRISHNA, A.P. - 521323,
India

Ph: +91-8367429779

Dear BOLLAVARAPU,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
ashrao@infosys.com
www.infosys.com

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

Infosys
Navigate your next

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. BOLLAVARAPU LAKSHMANA BABU
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,000
BASKET OF ALLOWANCES	4,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,320**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA [Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis]	150
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,600
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Infosys
Navigate your next

ANNEXURE - II

(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. BOLLAVARAPU LAKSHMANA BABU
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,320**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	At an Indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)			26,250
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)			27,500
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)			30,000

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

iLenSys

APPOINTMENT LETTER

To, **Date: 29/03/2022**

Alibilli Bhavani

Address:32-42-62,

Gulamahaddin Nagar,Chuttugunta

Vijayawada-520004.

Dear Ms. Alibilli Bhavani,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a **CTC of 4,20,000** per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only)

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 4th April to 31st September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship,you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

iLenSys

ANNEXURE - 1			
COMPENSATION DETAILS (All figures in INR, per Month & Annum)			
A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10000	120000
	HRA	5250	63000
	SPL. ALLOWANCES	17489	209822
	LTA (Leave Travel Allowance)	0	0
	GROSS SALARY	35239	390822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1200	14120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.1,21,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	9259
C	INCENTIVES/VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
COST TO COMPANY (CTC) (A+B+C)		36495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	1500
	GROUP MEDICAL INSURANCE PREMIUM	0	6500
TOTAL COST TO COMPANY (TCTC) (A+B+C+D)		36495	438000

iLenSys

Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd

2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.

3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.

4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organization within a year of joining.

6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.

7. Validity of the offer: 3 working days after date of issue.

Accepted:

_____ **Date:**_____

(Alibilli Bhavani)

Capgemini Technology Services India Limited
(formerly known as IGATE Global Solutions Limited)
JT 1 17 2, Ahmi MIDC, Thane - Belapur Road,
Navi Mumbai 400706, Maharashtra, India
Tel: +91 22 7144 4282 | Fax: +91 22 7141 2121
www.capgemini.com/co.in

Supersat ID: 1477596

Letter of Intent ("LOI")

Dear Gopi Bonthu,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact freshertring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1477598**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1477598**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1477598**

Thanking you.
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system-generated document and does not require a signature.

ANNEXURE 1

Gopi Bonthu
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tajinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd Office: Pune Hinjawadi Regd. Office No. 10, Rajiv Gandhi Infotech Park, Hinjawadi Phase II, SIDCO SEZ, Village Nan, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 4000 1000 / Fax: +91 20 4000 6070 / CIN: U65100PN1992PLC149000

Zoho Sign Document ID: [illegible]

Grasko Solutions

30/09/2022

Bhanu Chandar Desaboyina
Damerla vaari street
koodapalli, NTR district,Andhra Pradesh,521228.

Contact No: 9398992820
Personal Email: bhanudesaboyina2000@gmail.com

Re: Employment Offer for the Position of **QA_Trainee**

Dear Bhanu Chandar Desaboyina:

With reference to your application and the subsequent interview(s) you had with us, we are pleased to make this offer to you for the position of **QA_Trainee** at Grasko Solutions Private Limited (the "Employer") subject to the following terms and conditions:

1. **Position.** You will be offered the position of **QA_Trainee** in the Employer. While serving the Employer in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

2. **Date of Joining.** As per our discussion, you will join the Employer on **10/10/2022**, or another mutually agreed upon date, at the Employer's primary place of work located at #29, 29th Main Road BTM Layout 2nd Stage Bangalore, KA 560076.

3. **Annual Compensation.** You shall be paid an annual compensation of **₹3,00,000/- (Three Lakhs Only)** per annum. The compensation will be subject to applicable taxes and will be paid to you after the deduction of income tax and other applicable taxes at the source. The compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Employer's policy maintaining the strictest confidentiality of the compensation you receive from the Employer.

4. **Duties.** You will perform duties and services as required in relation to the affairs of the Employer as may be assigned to you from time to time. During the term of your employment with the Employer, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavors to promote the business interest of the Employer, (c) devote your full time, attention, and efforts to serve the Employer; and (d) not directly or indirectly engage or be interested in any activity, which competes with the Employer or conflicts with your duties to the Employer.

5. **Working Hours.** Your standard working hours will be 9:00 AM to 6:30 PM, Monday through Friday, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require you to work beyond these hours. Additionally, the Employer may implement staggered work shifts, from time to time. In

Zoho Sign Document ID: [illegible]

such an event, you shall abide by the change in the standard working hours as may be notified by the Employer to accommodate such staggered shifts.

6. **Probation.** You shall be on probation for a period of six (6) months from the date of joining the Employer. On completion of such tenure, your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. In such an event, the Employer reserves the right to extend your above-mentioned probationary period by an additional two months. Please note that a confirmation letter will not be issued to you upon completion of the six-month probationary period.

7. **Leave.** You are entitled to leave as per the company HR policy.
   a. Sick Leave (SL): Sick leave will be a maximum of 5 days a year. Sick leave will accrue pro-rata at the calendar half year mark, and granted by their respective manager/management against valid proof. Any leave beyond this will be deducted from the earned leave or leave without pay. Sick leave will be carried forward year to year.
   b. Earned Leave (EL): Earned leave will be 10 days for a calendar year. Earned leave will accrue pro-rata Quarterly, during the calendar year. Prefixed and suffixed holidays are not accounted for Earned Leave. Earned leave can be carried forward year to year. You will be eligible for Earned Leave only after 1 year of completion of your employment with the Company.
   c. The Employer reserves the right to change this Leave policy from time to time.

8. **Provident Fund & Gratuity Plans.** You will participate in the Employer's Provident Fund and Gratuity Plans as may be applicable in the Employer.

9. **Notice Period; Termination. After confirmation of your service at the Employer,** the contract of employment is terminable by either the Employer or by you, by giving three (3) months' notice in writing to the other, without assigning any reasons thereof. The Employer reserves the right to pay or recover from you, three months gross compensation, in lieu of the notice period. However, the Employer retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service, or any policy of the Employer. If termination is initiated by you, the Employer may, at its discretion, relieve you from a date it deems fit, at any time before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period. During the notice period, however, you shall cooperate with the Employer in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues. The Employer may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry (to be completed within 30 days of the date on which the said allegation has been first notified to your

reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.); (ii) sexual harassment (adjudicated guilty as per the firm's policy and local laws) or (iii) other act that threatens or likely to damage Employer's reputation. We also expect that you voluntarily disclose details of any of the above acts to the Employer at the time of joining or during your employment with the Employer, as applicable, based on which the Employer may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

10. **Background Verification.** Your employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Employer, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials, and criminal records, etc. Any claims/statements made by you at the time of application that is not supported by the above documents make your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

11. **Employment Agreement.** Your employment with the Employer will be governed by the terms and conditions as detailed in Annexure C, as well as any and all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time.

Zoho Sign Document ID: [illegible]

Grasko Solutions

We welcome you to Grasko Solutions Private Limited and look forward to a long and fruitful relationship. You are requested to sign your name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the terms and conditions.

GRASKO SOLUTIONS PRIVATE LIMITED
Jagadish Sabbappa

Authorized Signatory

Please acknowledge your acceptance of these terms and conditions of employment by signing this letter and submitting the same to us for the Employer's records.

I hereby accept the offer and terms and conditions of employment set forth.

Full Name: **Bhanu Chandar Desaboyina**

Signature:

Date: 30/09/2022

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT-1, IT-2, Kind MIDC, Thane - Belapur Road,
Nav Mumbai 400706, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1538840

Letter of Intent ("LOI")

Dear Kurrala Puneeth,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact freshertiring.in@capgemini.com, please ensure below format of email subject :-

+ For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1538640**
+ For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1538640**
+ In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1538640**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and Head, for need a signature

ANNEXURE 1

Kurrala Puneeth
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,05,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd Office: Pune Hinjewadi Regd. Office No. 15, Rajiv Gandhi Infotech Park, Hinjewadi Phase II, MIDC, SEZ, Village Mai, Tehsil Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6666 1000 | Fax: +91 20 6666 5000 | CIN: U65100PN1999PLC149481

19485 A0039

Dadu Enterprises

DEALERS: KANSAI NEROLAC PAINTS LIMITED
#8-7-114/3/2BP 2nd Floor, R.R.Nagar, Nagi Reddy Colony,Old Bowenpally,
Secunderabad-500 011, T.S. Email: daduenterprises165@gmail.com

Appointment Letter

Date :

To : Bajjam Ratna Kumar

On behalf of **Dadu Enterprises,** We have to inform you that you are appointed as Site [illegible]

Our organization Details as follows:

Position	**Site incharge**
Monthly Salary	**11,500/-**
Annual Bonus	**Based on your performance**

In the best interest of Dadu Enterprises, We will need you a confirmation mail [illegible]

We look forward to you being a part of our team.

(Note: This company has affiliated Indian Gas Corporation Letters.)

19-3-22

KPIT

Date: 30th Mar 2022

Dear DUDIDI SAI KUMAR,

Heartiest Congratulations!
You have successfully completed your ab-initio Genesis training program, conducted by KPIT.

Hence, we would like to offer the following Role, Designation and Grade to you.

Role: Trainee with stipend
Designation: Trainee with stipend
Grade: A

Additionally, KPIT is extremely happy to announce an individual one-time bonus of INR 50,000/- to you and your Genesis batch-mates who have completed the mandatory Genesis assessments. Most of you have passed the Genesis assessments with flying colours.

Commencing 04 Apr 2022, you are expected to join KPIT's Internship Program (online / offline / hybrid mode) for a duration of two to three months. During this time, you shall be aligned with experts from specific Practices (Departments / Verticals) at KPIT. If required, you may be requested to physically attend office (subject to the Covid-19 norms declared by the respective Governments and policies of KPIT issued from time to time). Moreover, few training modules have been slotted for some of you, to further make you industry-ready.

During this internship, you shall be paid a monthly stipend of INR 15,000/-, which will be paid to you at the end of each month. The above one-time bonus of INR 50,000/- will be payable to you alongwith the final stipend of your internship programme on 30 Apr 2022.

Absence, if any, from the internship programme will have to be approved by the competent authority. We fully understand that some of you may be required to take leave for your end-semester exams and preparation for the same. No stipend will be payable for the duration of your absence from the internship programme.

Total rewards / compensation upon confirmation as Full Time Employee (FTE):

- Upon successful completion of your internship program, you shall be eligible to join KPIT as a Full-Time Employee (FTE) of KPIT, and be eligible to work on industry projects. As an FTE, your total target compensation, including all benefits would be INR 4,20,000/- (Four lac) per annum (p.a.).
- You will be eligible for medical insurance of INR 8 lac p.a. for self, spouse and children, which is fully sponsored by company. You can also take additional medical insurance upto INR 20 lac p.a. on nominal payment basis. You can add your parents and in-laws also for medical insurance on payment basis, the premium of which is almost half than what you get in the market. Moreover, you can pay this additional premium in six installments.
- You will be eligible for term life insurance of INR 11 lac and personal accident insurance of INR 20 lac to cater for any unforeseen/unfortunate mishaps.
- You will also be eligible for 21 days annual leave and additional 10 days annual holidays as per our holiday calendar.
- You will have an annual vacation from 25 Dec to 01 Jan, every year in which all our offices are closed, so that you can plan your travel or pursue your passions and interest.
- You can pursue your Masters from Coventry University, UK. KPIT will sponsor 50% of your tuition fee.

Please note, that your joining as an FTE, would commence only upon your submission of the final mark-sheet of your academic programme. Please note that your selection and joining at KPIT will stand cancelled in the event of your failure in your pen- ultimate / final semester examinations of your ongoing academic degree programme.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Maan, Taluka - Mulshi, Hinjewadi, Pune - 411057, India. | CIN: U74999PN2019PLC174182

P +91 20 6770 6000
E info@kpit.com
W kpit.com

KPIT

We want to provide you the best of learning and growth in our endeavour to make KPIT the "Best Place to Grow". This is reflected in our compensation package as you grow in your journey with KPIT.

Salary upon completion of one year: Almost all of you would move to Grade B upon completion of one year with us (except a few poor performance cases) and your salary would be INR 4.5 lac to INR 5 lac p.a. (based on your performance, and policies of KPIT).

Salary upon completion of the bond of two years: On completion of the bond duration, your salary would be INR 7 lac p.a. to INR 8 lac p.a. (based on your performance, and policies of KPIT).

Promotion to Grade C: We are in the midst of industry-leading growth, and all high performers can expect promotion to Grade C after 1 to 1.5 years in Grade B (total KPIT experience of 2 to 2.5 years) in which case, your salary would be INR 10.5 lac to INR 11.5 lac (based on your performance, and policies of KPIT).

Promotion to Grade D: For all high performers, promotion to Grade D would be after 1 to 1.5 years in Grade C (total KPIT experience of 3 to 4 years) in which case, your salary would be INR 12.5 lac to INR 13.5 lac p.a.

Bond: Upon joining KPIT on 04 Apr 2022, you are required to sign a bond of two years. In the event of you breaching the bond, there will be a penalty of INR 2,00,000/- (Two lac only) payable to KPIT in lieu of the training costs incurred for you. If there is some additional specialized technology training in future, there will be a separate additional bond for that training. The detailed terms and conditions are given in the agreement.

Kindly confirm your acceptance latest by 23:59 hrs on 29 Mar 2022 (Indian Standard Time). Beyond this date, this offer is considered null and void.

Acceptance of this Offer letter implies that you acknowledge that you are willing to sign the bond at the time of joining KPIT on 04 Apr 2022.

Note: Your internship and employment with KPIT shall be subject to the rules, regulations, policies issued by KPIT from time to time and shall be subject to the sole discretion of KPIT. In event of any breach or misrepresentation, fraud, illegal act or omission, KPIT reserves all rights and remedies available to it under law and equity.

Arbitration: Any dispute concerning the subject matter of internship, employment or confidentiality or the breach, termination or validity thereof, which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the Sole Arbitrator to be appointed mutually as per the provisions of the Arbitration and Conciliation Act 1996. The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India.

Working Hours

- Your working hours are governed by applicable law.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites on the terms and conditions as applicable to you at the time of transfer.

Annual Leave

- You will be eligible for paid Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. Earned leaves need to be utilized on month basis and it cannot be credit forward.

Holidays

- You are entitled to Public Holidays applicable in India every year.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Maan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2018PLC174192

D +91 20 6770 6000
E info@kpit.com
W kpit.com

KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients.

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day-today conduct as an intern of KPIT.

Rules and Regulations of the Company

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

Culture at KPIT

- KPIT has open door policy which makes the work culture transparent and easy to approach.
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights.
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills.
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Chemetization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - sports, music, photography, art, theatre, treks. Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR)

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR initiatives:
  - Ethnic Scientists
  - Water Conservation through mass volunteering
  - Reforestation Program
  - Meet the Social Legends

A new assignment, workplace and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

Yours Sincerely,
For: KPIT Technologies Limited

Rahul Uplap
Associate Vice President
Global Head - Education & Competency Development (BCoDe)

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Mizan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2018PLC174192

D +91 20 6170 8000
E info@kpit.com
W kpit.com

19-3 231

HCL Technologies Ltd.
Corporate Identity Number (CIN) [illegible]
Technology Hub, Gurugram Campus
Plot No. 3A, Sector 126, [illegible] Gurugram
T +91 [illegible] F +91 [illegible]
Registered Office: [illegible]
www.hcltech.com

OFFER & APPOINTMENT LETTER

Offer Release Date: September 23, 2022

Dear Kummarikuntla Satya Sai,
32-15/1-44,Vijayawada,Krishna(Dt),
Andhra Pradesh, India- 520008.
Dear **Kummarikuntla Satya Sai,**
Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E3.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.
You are requested to join us on **October 6, 2022 at 9:00 A.M** at the following address **Channel[illegible] GDRS-U4-GF-11&L3,1F,2F-ex2018**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.
We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.
Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).
Your Total Compensation will be **₹25000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-30, Sector 1, NOIDA 201 301, UP India
T +91 120 4834000, 2537880 F +91 120 2525800
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times - we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organisation! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

HCLT Confidential

Signature of Employee:

APPOINTMENT LETTER

April 24, 2022

Dear Rayapati ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

<u>ANNEXURE I</u>

<u>DECLARATION ON CONFLICT OF INTEREST</u>

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I Rayapati , confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Rayapati

Position: Project Engineer **Career Group: TRS - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 3lac per annum.

ANNEXURE – IV

Date:17th Nov 2021

LETTER OF INTENT

Dear VUDDIA SHARMUKHA SRIVALLI,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "virtual internship" with us in **"Wireless Networking Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on **3rd January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 50% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.

11. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
12. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.

13. CSS Corp reserves the right to withdraw the admission at any stage, in case you do not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

14. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.

15. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

Date: 13 April 2022

Name: Gunji Usha Sri

Address: Home Address: 8-820 Bunga Sani Nh Street
Singarayakonda Prakasam district, 523101

Subject: Letter of Intent

Dear Gunji Usha Sri

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of **Associate Software Engineer** with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided:

(a) You complete your qualifying 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, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course.

(b) You successfully complete all the assigned learning courses and earn course completion certificate for each course prior to the date of joining. Courses will be assigned to you post you accept the LOI.

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

(a) You will be eligible for an Annual Salary package of **INR 4.5 Lakhs (Rupees Four Lakhs Fifty Thousand only)** from the date of joining.

(b) You will be required work from Office. Your base work location will be Bangalore / Chennai / Hyderabad / NCR / Vizag / Pune as assigned. However, you should be open to work in any locations of Infinite including its client locations in India or outside India.

(c) You will be required to sign a service agreement for a minimum period of 2 years from the date of your joining. After joining the company, if you leave the organization before the completion of the agreement period, you will need to pay a sum of Rupees 200,000/- (Indian Rupees Two Lakhs Only) as liquidated damages to Infinite towards the investment made in your skill development & employability training as per company requirements.

Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to **campus.hire@infinite.com**

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

For Infinite Computer Solutions (India) Ltd.

Vijaya Gurugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of intent by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
[illegible]
[illegible]

Corporate Office
[illegible]
[illegible]

Registered Office
[illegible]
[illegible]

19-5-21

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20215716497/Hyderabad
Date: 13/11/2021

Mr. KANCHERLA NAGA DURGA RAO,
8-97,PULLIAHA NAGAR,KAZA,
MANGALAGIRI,
GUNTUR-522503,
ANDHRA PRADESH
Tel# -

Dear KANCHERLA NAGA DURGA RAO,

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 **₹3,38,877/-** 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
[illegible]
[illegible]
[illegible]
[illegible]

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
[illegible]

TATA

GROSS SALARY SHEET

Annexure 1

Name	KANCHERLA NAGA DURGA RAO
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A.P.

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	7,000
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,822
TOTAL GROSS	27,415	3,38,877
Xplore Learning Incentive****		Upto 40,000

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

* Amount deposited 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 INR - Rs.7500 if the employee is Single. If the employee is married or married with Children then Rs. 5,000/- 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: TCS defined structure for Bulk (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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3272 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Toll-Free No. 1800 209 3111 Email: careers@tcs.com

APPOINTMENT LETTER

January 05, 2022

Dear KIRAN SAI KOTHAGUNDU,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

*** Compensation:**

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

2. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by Anti Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide

or allow access to 'UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible].

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I KIRAN SAI KOTHAGUNDU, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification.

b. processing my job application including background verification checks.

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: KIRAN SAI KOTHAGUNDU

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,134
Wipro Benefits Plan (WBP)	4,349
Total Fixed Cash	**24,988**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	600
Total Fixed Compensation	**27,188**
Other Compensation Benefits	
Health benefit (Medical)	600

Variable Pay	
Target Variable Pay	1,400
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 8.33 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs.3lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the detail below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	95,000 – 1,85,000
End of Year 3	2,05,000- 2,85,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or

[illegible]

EMPLOYMENT OFFER LETTER

Capgemini Engineering Pvt. [illegible]

[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

CONFIDENTIAL

Dear [illegible]

Pursuant to our Discussions, we are pleased to offer you employment opportunity, on probation basis, with **Altran Technologies (India) Limited (Capgemini Engineering)** ("**Company**") starting from **[illegible]** (or such other date as may be communicated to you by the Company) as per details given below:

(a) Your current designation will be **Associate PM**.

(b) You will be required to work at the Company's offices at **CGE_Bangalore**.

(c) You have to report by 8.30 am at **CGE_Bangalore** office. No joining formalities and contact details of the main gate for your entry pass at:

Address
[illegible] Outer Ring road, Devarabisanahalli
Bangalore, India [illegible]

Please note that your name mentioned in this offer letter will be used to create your employee records in Capgemini Engineering & the same will be continued for all the communication & Company documentation purposes. In case you need a change in the name please contact your recruiter before you join. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport etc.

(d) Your all-inclusive annual target remuneration (on a cost to company basis) will be **INR [illegible] (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable retiral benefits, bonus, if any, and/or any incentives as applicable to you. Your remuneration shall be paid on a monthly basis in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target remuneration is as follows:

Annexure I

Total Cost to Company (CTC): Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs. 15,000.00	Rs. 180,000.00
House Rent Allowance	Rs.6,000.00	Rs. 108,000.00
Other Allowances and Reimbursements - 1 #	Rs.1,800.00	Rs.21,600.00
Other Allowances and Reimbursements - 2 **	Rs.774.00	Rs.9,288.00
Economic Balancing Bonus	Rs.3,148.00	Rs.37,796.00
Gross monthly salary	Rs.26,744.00	Rs.356,676.00
Statutory payments 1**		
Company's contribution to PF**	Rs.1,800.00	Rs.21,600.00
Gratuity (provision only)		Rs.10,224.00
Total Fixed Compensation		Rs.388,500.00
Total Cash Compensation		Rs.388,500.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,270.00
Total Cost to Company		Rs. 400,010.00

If you need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 as a tax benefit, Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	[illegible]
Books and Journals	[illegible]
Professional Pursuit	[illegible]
Conveyance Allowance	[illegible]

If you may choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements – 2 as a tax benefit, Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	[illegible]
Meal Card	[illegible]
Helping & Driver Reimbursement	[illegible]

Note:

1. The payroll processing will be as per Company policy notified from time to time.

2. Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.

3. For instance tax benefit in case of perquisite allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting bills to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The concessional treatment above will not be further carried up for taxes and you will be responsible for the payment of all taxes due (tax respect to such reimbursements, which will be deducted at source as per the applicable law). In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply in all amounts on which tax is deductible in accordance under the applicable tax law.

5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

6. These statutory components are included based on current applicable practice and law and subject to changes based on changes in law from time to time. Also, please further note that any changes/modifications in statutory payments due to changes and/or amendment in law shall not be treated as change in employee compensation and therefore the survival of such changes will be provided to you. However, Company shall endeavor to inform you via separate email communication, where any changes/modifications in statutory payment.

7. Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Provident) Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

8. All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax Benefit as per actual submission will be passed into tax liability calculation based upon submission.

9. This is the maximum that you are eligible for. You may choose any of the optional components under Other Allowance & Reimbursement. If necessary, components (Group Medical Cover, etc) will be paid out as a reimbursement through payroll. Taxable components are to be paid on a monthly basis. All payments will be based on Company's policies.

3.1 The following benefits are included in the compensation package stated above:

1. Provident Fund: You will be covered under the Biocon Technologies (India) Limited Employee Provident Fund (PF) scheme whereby the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above mentioned compensation.

2. Gratuity: Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

a) All statutory payments are determined based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modifications in statutory payments, due to changes and/or amendment in law shall not be treated as change in employee compensation and therefore no survival of such changes will be provided to you. However, Company shall endeavor to inform you, via separate communication, where any changes/modifications in statutory payment.

3.2 As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance: In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Group Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance: You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance: You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility: Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for this facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays: You will be eligible for various leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, it is at its sole discretion, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Joint MIDC, Thane - Belapur Road
Navi Mumbai-400706, Maharashtra, India
Tel: +91 22 7144 4000 | Fax: +91 22 7144 2121
www.capgemini.com/in-en

Superset ID: 1343027

Letter of Intent ("LOI")

Dear Giddo vasundharadevi,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) sLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact freshertiring.in@capgemini.com, please ensure below format of email subject -

+ For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1343027**
+ For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1343027**
+ In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1343027**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

ANNEXURE 1

Gidda vasundharadevi
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd Office: Pune Hinjewadi Rajiv, Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase II, MIDC SEZ, Village Mai, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 4666 1000 | Fax: +91 20 4666 5000 | CIN: U65190PN1999PLC135960

Offer: Computer Consultancy
Ref: TCSL/CT302137817577Hyderabad
Date: 13/11/2021
Mr. Dharmavarapu Sai Kumar,
Chinchintala,
Mudinepalli(MD),
Krishna(Dt),
Andhra Pradesh.
Tel# -
Dear Dharmavarapu Sai Kumar,
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 **T**. 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
[illegible]
Tel: [illegible] Fax: [illegible] Website: [illegible]
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Toll-Free: 1800 209 3111 Email: [illegible]

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 scanned from your mobile to submit 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
Gnoccopark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 4667 3000 Fax: 91 40 4667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Dharmavarapu Sai kumar
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A.P

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	21,280
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,30,877
Aplore 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 deposited will be paid-out on a quarterly basis upon successful completion of the TCS Aplore Program

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

**** Aplore Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Aplore 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
Eleccanpark, Sec 5 Software Units Layout, MadEnpro, Hyderabad 500 081 India
Tel: 91-40-6067 2000 Fax: 91-40-6067 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service line: 1800 209 3111 Email: careers@tcs.com

Infosys
Navigate your next

HRD/ST/1000054862/22-23

December 23, 2022

Mr. KAREEM KHAN

2/259-A, RAMULAVAARI VEDI,
MUBARAK CENTER,
GUDIVADA, KRISHNA, A.P. - 521301,
India.

Ph: +91-9949843514

Dear KHAN,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L35110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
ashok@infosys.com
www.infosys.com

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

Infosys
Navigate your next

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. KAREEM KHAN
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,475
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,325**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company, as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Infosys
Navigate your next

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Mr. KAREEM KHAN
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	13,000
BASKET OF ALLOWANCES	6,470
BONUS / EX-GRATIA (99% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,030
MONTHLY GROSS SALARY	**22,110**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 1% will be paid out in the end of the financial year after adjusting the advance (99%) paid out on a monthly basis)	120

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,560
GRATUITY – 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	At an Indicative Payout of 5%	At Indicative Payout of 10%	At Indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)			26,250
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)			27,500
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)			30,000

OTHER BENEFITS

Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (5% to borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

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

19-5-248

KPIT

Date: 29th Mar 2022

Dear BOLLEPOGU NARENDRA,

Heartiest Congratulations!

You have successfully completed your all-India Genesis training program, conducted by KPIT.

Hence, we would like to offer the following Role, Designation and Grade to you:

Role: Trainee with stipend

Designation: Trainee with stipend

Grade: A

Additionally, KPIT is extremely happy to announce an individual one-time bonus of INR 50,000/- to you and your Genesis batch-mates who have completed the mandatory Genesis assessments. Most of you have passed the Genesis assessments with flying colours.

Commencing 04 Apr 2022, you are expected to join KPIT's Internship Program (online / offline / hybrid mode) for a duration of two to three months. During this time, you shall be aligned with experts from specific Practices (Departments / Verticals) at KPIT. If required, you may be requested to physically attend office (subject to the Covid-19 norms declared by the respective Governments and policies of KPIT issued from time to time). Moreover, few training modules have been added for some of you, to further make you industry-ready.

During this internship, you shall be paid a monthly stipend of INR 15,000/-, which will be paid to you at the end of each month. The above one-time bonus of INR 50,000/- will be payable to you alongwith the first stipend of your internship programme on 30 Apr 2022.

Absence, if any, from the internship programme will have to be approved by the competent authority. We fully understand that some of you may be required to take leave for your end-semester exams and preparation for the same. No stipend will be payable for the duration of your absence from the internship programme.

Total rewards / compensation upon confirmation as Full Time Employee (FTE):

- Upon successful completion of your internship program, you shall be eligible to join KPIT as a Full-Time Employee (FTE) of KPIT, and be eligible to work on industry projects. As an FTE, your total target compensation, including all benefits would be INR 4,00,000/- (Four lac) per annum (p.a.).
- You will be eligible for medical insurance of INR 6 lac p.a. for self, spouse and children, which is fully sponsored by company. You can also take additional medical insurance upto INR 20 lac p.a. on nominal payment basis. You can add your parents and in-laws also for medical insurance on payment basis, the premium of which is almost half than what you get in the market. Moreover, you can pay this additional premium in six instalments.
- You will be eligible for term life insurance of INR 11 lac and personal accident insurance of INR 33 lac to cater for any unforeseen/unfortunate mishaps.
- You will also be eligible for 21 days annual leave and additional 10 days annual holidays as per our holiday calendar.
- You will have an annual vacation from 25 Dec to 01 Jan, every year in which all our offices are closed, so that you can plan your travel or pursue your passions and interest.
- You can pursue your Masters from Coventry University, UK. KPIT will sponsor 50% of your tuition fee.

Please note, that your joining as an FTE, would commence only upon your submission of the final mark-sheet of your academic programme. Please note that your selection and joining at KPIT will stand cancelled in the event of your failure in your pre- ultimate / final semester examinations of your ongoing academic degree programme.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Maan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: L72200PN2005PLC174155
@ +91 20 6770 6000
E info@kpit.com
W kpit.com

KPIT

We want to provide you the best of learning and growth in our endeavour to make KPIT the "Best Place to Grow". This is reflected in our compensation package as you grow in your journey with KPIT.

Salary upon completion of one year: Almost all of you would move to Grade B upon completion of one year with us (except a few poor performance cases) and your salary would be INR 4.5 lac to INR 5 lac p.a. (based on your performance, and policies of KPIT).

Salary upon completion of the bond of two years: On completion of the bond duration, your salary would be INR 7 lac p.a. to INR 8 lac p.a. (based on your performance, and policies of KPIT).

Promotion to Grade C: We are in the midst of industry-leading growth, and all high performers can expect promotion to Grade C after 1 to 1.5 years in Grade B (total KPIT experience of 2 to 2.5 years) in which case, your salary would be INR 10.5 lac to INR 11.5 lac (based on your performance, and policies of KPIT).

Promotion to Grade D: For all high performers, promotion to Grade D would be after 1 to 1.5 years in Grade C (total KPIT experience of 3 to 4 years) in which case, your salary would be INR 12.5 lac to INR 13.5 lac p.a.

Bond: Upon joining KPIT on 04 Apr 2022, you are required to sign a bond of two years. In the event of you breaching the bond, there will be a penalty of INR 2,00,000/- (Two lac only) payable to KPIT in lieu of the training costs incurred for you. If there is some additional specialized technology training in future, there will be a separate additional bond for that training. The detailed terms and conditions are given in the agreement.

Kindly confirm your acceptance latest by 23:59 hrs on 28 Mar 2022 (Indian Standard Time). Beyond this date, this offer is considered null and void.

Acceptance of this Offer letter implies that you acknowledge that you are willing to sign the bond at the time of joining KPIT on 04 Apr 2022.

Note: Your internship and employment with KPIT shall be subject to the rules, regulations, policies issued by KPIT from time to time and shall be subject to the sole discretion of KPIT. In event of any breach or misrepresentation, fraud, illegal act or omission, KPIT reserves all rights and remedies available to it under law and equity.

Arbitration: Any dispute concerning the subject matter of internship, employment or confidentiality or the breach, termination or validity thereof, which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the Sole Arbitrator to be appointed mutually as per the provisions of the Arbitration and Conciliation Act 1996. The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India.

Working Hours

- Your working hours are governed by applicable law.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites on the terms and conditions as applicable to you at the time of transfer.

Annual Leave

- You will be eligible for paid Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. Earned leaves need to be utilized on month basis and it cannot be credit forward.

Holidays

- You are entitled to Public Holidays applicable in India every year.

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase II, Maan, Taluka - Mulshi, Hinjewadi, Pune - 411057, India. | CIN: U74999PN2019PLC174782

D +91 20 6770 9000
E info@kpit.com
W kpit.com

KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients.

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day-to-day conduct as an intern of KPIT.

Rules and Regulations of the Company

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

Culture at KPIT

- KPIT has open door policy which makes the work culture transparent and easy to approach.
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights.
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills.
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - sports, music, photography, art, theatre, media. Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR)

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR initiatives:
  - Ophole Scientists
  - Water Conservation through mass volunteering
  - Reforestation Program
  - Meet the Social Legends

A new assignment, workplace and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

Yours Sincerely,
For: KPIT Technologies Limited

Rahul Uptap
Associate Vice President
Global Head - Education & Competency Development (ECoDo)

KPIT Technologies Limited
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase II, Maan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2019PLC174182

P +91 20 6770 9000
E info@kpit.com
W kpit.com

CGI

CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: a city, Tower 2, No 95/1 & 95/2,
Electronic City, Phase I (West)
Bangalore – 560 100, India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1998PTC025130

Personal and Confidential
2-Jul-22

Mr.Ananka Sivasuba
1-95, ulsalapuram
Reddigudem mandal
Andhra Pradesh
521230

Dear Ananka,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 350,004/-**

We will communicate to you the details of joining location, venue, date and time, basic business practices. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgiprocessnotice.india@cgi.com
- Your reporting time on the joining date is 9.30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-6194 0000 (Monday to Friday between 9.30 a.m. to 5.30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join.
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing.
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company.
- You will be eligible for a performance revision as per company policy.

Contd...2...

CGI

Mr Ananthu Sivasuku

- **Base Compensation Components:**

Designation	Associate Software Engineer	
Effective	July 04,2022	
Pay Components	**Pay Components**	**Pay Components**
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan*	4,053	48,636
Base Compensation	**25,553**	**306,636**
Provident Fund (Company Contribution)	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
Gross Compensation	**29,167**	**350,004**

In addition to the above you are eligible for:

- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 5.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares.
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Company guidelines of PPP may be amended from time to time.

  Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid to the actual PPP.

Note:
Flexible Compensation Plan*: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,

Jennifer A Macherippady
Senior Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance, I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature & Date

APPOINTMENT LETTER

January 20, 2022

Dear Kumburu Harish ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **myplace.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 50% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited.**

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I Kunduru Harish , confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Kunduru Harish .

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 25,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 3 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.3lac per annum.

ANNEXURE – IV

Offer: Computer Consultancy
Ref: TCSL/CT2021376175B/Hyderabad
Date: 13/11/2021

Mr. Dokku Hema Govardhan Rao
D.No:1/139,Yadav Street,
Chittigudura,
Gudur(MD),
Krishna(Dt),
Andhra Pradesh.
Telll -

Dear Dokku Hema Govardhan Rao,

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
Gachibowli, 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 Helpdesk: 1800 209 3111 Email: careerhelp@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 upload 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 2323 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service line: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Dokku Hema govardhan Rao
Designation	Assistant System Engineer-Trainee
Institute Name	Godlavalleru Engg. College, A P

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	7,800
Provident Fund	1,774	21,289
Gratuity	711	8,533
Dokku Hema Govardhan Rao	2,485	37,722
TOTAL GROSS	27,416	3,36,877
Xplore/ Learning Incentive****		Upto 80,000

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. 7800 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 that 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
Gnoccopark, 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 Servicetime: 1800 209 3111 Email: careers@tcs.com

[illegible]

iVIS

[illegible]

[illegible]

06-10-2022

Ms.Ravulapalli Chandrika.

Vallurammathalli Ladies Hostel,
SR Nagar, Hyderabad,
Telangana – 500038.

Dear **Ms. Ravulapalli Chandrika.**

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you a position as **Software Engineer – Trainee** in **iVIS International Pvt Ltd.** You will be on probation for a period of 6 months.

Your annual (CTC) remuneration of **Rs.2,40,000/-** (Rupees Two Lakhs Forty Thousand only). This salary will be subject to deduction of tax and other statutory payments. Your performance and progress will be reviewed at the end of the probation period. Based on your performance, you will be confirmed.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A formal letter of Appointment will be issued on your reporting.

We look forward to you joining us at an early date.

Thanking you,
Yours faithfully,

For iVIS International Pvt Ltd.

M Sudhir Kumar
(M Sudhir Kumar)
CTO

Offer Accepted: _____ Date: _____

Capgemini Technology Services India Limited
(Formerly known as KGATE Global Solutions Limited)
IT 1, IT 2, Anti-SEDC, Thane - Belapur Road
Gaur Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4280 | Fax: +91 22 7141 2121
www.capgemini-services.com

Superset ID: 1472501

Letter of Intent ("LOI")

Dear CHONGALA GANAPATHI

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject :-

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1472501**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1472501**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1472501**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

CHONGALA GANAPATHI
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tajinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd Office: Pune Hinjawadi Regd. Office No. 10, Rajiv Gandhi Infotech Park, Hinjawadi Phase-III, MIDC SEZ, Village Man, Tehsil Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6608 1000 | Fax: +91 20 6608 5102 | CIN: U85110PN1999PLC140000

March 7, 2023

Dear Easwar Bandela,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing internship in our organisation Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro**.

2. Duration of training

The duration of **internship** will be 10 to 16 weeks starting from March 10th. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first obtaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

   Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Wipro.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location, at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of Internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc. belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,

Aparna Shallen
General Manager - Human Resources

Enclosures:

1. I accept the terms and conditions stipulated in the above letter of engagement.

2. I shall report for internship on

Name: P.Mahitha
Roll No:18481A0269

18481A0269

On Wed, 29 Dec, 2021, 8:10 PM Vadla Soumya Multiplier AI Solutions, <vadlasoumya@multiplierssolutions.in> wrote:

Dear Mahitha,

Greetings from Multiplier AI Solutions!!!

Congratulations! Your profile got selected for the role of **Digital Marketing Executive & Voice Process Executive** in the final interview. Please initiate the joining formalities ASAP. If you have any queries or concerns regarding your offer and the HR policies please feel free to reach us at recruitment@multiplierssolutions.com.
Also please give a confirmation if you are interested to take up this offer and let us know what is your date of joining priority.

It is mandatory to revert back to this email with the below mentioned documents.

It is requested that you begin your joining formalities and make sure you complete your joining formalities by **14 January 2022.** In case the candidate does not acknowledge this email by the **30 December 2021** the offer will be considered invalid.

1) Kindly note that this is a formal confirmation from you towards accepting the offer from Multiplier Solutions.

Thereby Multiplier Solutions will be processing your documents.

2) Please attach a copy of your aadhar card

3) Please attach a copy of your PAN card for Finance department to process your salaries for future

3) Please attach a copy of your resume for HR records

Looking forward to see you at Multiplier AI Solutions..!!

Regards,

Vadla Soumya
Recruitment Executive
Email id: vadlasoumya@multiplierssolutions.in
Contact no: 9100840555
Multiplier AI Solutions

TATA

Offer: Computer Consultancy
Ref: TCSL/CT2021374978S/Hyderabad
Date: 18/10/2021

Ms. Indrani Sabinkar
S-123/A, Satyanarayana Puram, Rambantu Thota, Jaggaiyapet(Satyanarayana Puram
Rambantu Thota,
Jaggayyapet-521175,
Andhra Pradesh,
Tel# 91-9391424208

Dear Indrani Sabinkar,

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	Indrani Sakamuri
Designation	Assistant System Engineer Trainee
Institute Name	Godavaritri Engg. College, A.P.

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual*
1) Fixed Compensation		
Basic Salary	14,764	1,77,168
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	700	8,400
4) Annual Components/Retirals		
Health Insurance***	NA	1,800
Provident Fund	1,774	21,288
Gratuity	711	8,532
Total of Annual Components & Retirals	2,485	37,620
TOTAL GROSS	27,415	3,36,540
Xplore! Learning Incentive****		Upto 65,000

Refer to Table 2 for TCS1 defined Structure. In case, you wish not to restructure your Bulk TCS1 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. 1800 if the employee is Single. If the employee is married or married with Children then Rs. 3,600/- 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: TCS1 defined structure for Bulk (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
Development Wing 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 3000 Fax: 91 40 6667 3222 www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Cameos Helpline: 1800 209 2121 Email: cameos@tcs.com

To,
Campus Placement Cell
Badlavalleru Engineering college, Hyderabad.

Dear Sir,

Sub: Campus Interviews 2023

With reference to the subject above, we are happy to inform you that we have chosen the following candidates from your campus for offer of employment with Vistex Asia Pvt. Ltd. We will be sending the offer letters to the candidates soon. The offer letter is subject to successful completion of their internship with us and completion of their respective final exams securing our minimum qualification marks.

Name	Course	Role
Addanki Keerthi Vardhan	ECE	Associate Functional Consultant
Talari Bhanu Prakash	EEE	Associate Functional Consultant
Kunapareddy Aditya Sai Ram	EEE	Associate Functional Consultant

We thank the students, the campus placement cell, and the college management for providing us an opportunity to conduct our recruitment and providing an excellent support through the process.

Yours sincerely,

For Vistex Asia Pvt. Ltd.

Anu Gudala,
Sr. Manager, Human Resources.

Fwd: Sub: Campus Recruitment Invitation Proposal for SPL from GEC - from K.S.SAI LIKITH, Head -Corporate relations & Requisition for job description and interview schedule

2 messages

Gudlavalleru Engg College TPO [illegible]

To: TPO Gudlavalleru Engineering College [illegible]

Dear Sir,

[illegible]

Thanks & Regards,

[illegible]

Head - Corporate & Industry Relations

[illegible]

From: [illegible]

Sent: Thursday, February [illegible]

To: Gudlavalleru Engg College TPO [illegible]

Subject: Re: Sub: Campus Recruitment Invitation Proposal for [illegible]

Dear Mr Sir

Thanks for arranging Campus Drive through Virtual mode. Tremendous response from the students.

The following students are selected based on the discussion I had with them today.

The students are interested to join immediately on Internship. Please do the needful to send them for internship as early as possible.

Roll No	Name	Branch	Sec	Mobile	Time
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Thanks & regards,

S Adhikarayanan
Manager - Personnel
Sundaram Fasteners Limited
Aurobindo Division | Plant IV
[illegible]
[illegible]
[illegible]

Call Mail for Joining with our company Yamaha Motor Electronics India Pvt. Ltd..

1 message

V Sampath Kumar <vsampathkumar@yamaha-motor-elec.co.in> Thu, Apr 28, 2022 at 2:29 PM
To: corporaterelations@gecgudlavalleru.ac.in <corporaterelations@gecgudlavalleru.ac.in>
Cc: poornimakotesh15@gmail.com <poornimakotesh15@gmail.com>, [illegible]@gmail.com <[illegible]@gmail.com>, battipatinikitha@gmail.com <battipatinikitha@gmail.com>, bhatraju.mukundapriya@gmail.com <bhatraju.mukundapriya@gmail.com>, raopriyankat98@gmail.com <raopriyankat98@gmail.com>, nagalakshmi1332000@gmail.com <nagalakshmi1332000@gmail.com>, [illegible]@gmail.com <[illegible]@gmail.com>, pandrajunjayasri121@gmail.com <pandrajunjayasri121@gmail.com>, madhugudavalli07@gmail.com <madhugudavalli07@gmail.com>

Dear Sir,

We are Pleased to offer call mail for Joining with our company for selected candidate.

Student are requested to Join with our company on 4th May 2022 without any delay. Please treat this mail as First and Final call for list of candidate mentioned below. If student are not report to company on 4th May 2022 their offer will be forced to cancelled.

Please find below Joining offer list

RollNo	Name	Branch	Gender	Mobile No.	MoBil
18481A0266	MUKKALAKATHI POORNIMA	EEE	Female	7731589552	[illegible]@gmail.com
18481A0446	SANIPALLI RENUSRI	ECE	Female	6303736385	[illegible]@gmail.com
18481A0332	BATTIPATI NIKITHA	ME	Female	6309984918	[illegible]@gmail.com
18481A0416	BHATRAJU MUKUNDAPRIYA	ECE	Female	9133966327	bhatraju.mukundapriya@gmail.com
18481A04K8	THOKALA PRIYANKA	ECE	Female	9381857142	[illegible]@gmail.com
18481A04N1	TARRAMSETTY NAGA LAKSHMI	ECE	Female	9390024477	[illegible]@gmail.com
19485A0315	BHEEMAVARAPU NAGA LAKSHMI	ME	Female	9346281500	[illegible]@gmail.com
19485A0316	PANDRAJU VIJAYA SRI	ME	Female	9121664699	[illegible]@gmail.com
19485A0404	GUDAVALLI MADHU LATHA	ECE	Female	8841748320	[illegible]@gmail.com

Dear Student,

Interested candidate please message through watts up. My Watts up Number 9840191871, please understand clearly, we will not accept your joining date after 4th May 2022.

We are not providing Accommodation, but we will support you to find Accommodation near our company.

Note: COVID Vaccination must complete 2 dosage and kindly bring the certificate, without certificate we can't accept.

The following document need to bring

1. Original education certificate (for verification purpose)
2. One full set Xerox copy of your education certificate
3. Four Passport size photo
4. Aadhar copy
5. COVID 19 Vaccination certificate for 2 dosages.

Thanks for your understanding and cooperation.

Regards,

V. Sumesh Kumar

Lab – HR

Yamaha Motor Electronics India Pvt. Ltd.

YAMAHA

YAMAHA

Dt. 17.12.2021

The following list of students provisionally got selected for the post of "Engineer Trainee" in the ON Campus Recruitment Drive held at Seshadri Rao Gudlavalleru Engineering College, Gudlavalleru on 17th December 2021. These students will be onboarded during July to October 2022.

S.No.	Roll No.	Name of the student	Branch	Contact No.
1	18481A0205	AVISANA PRAVALLIKA	EEE	9581746571
2	18481A0220	DOKKU VARA LAKSHMI	EEE	7569706758
3	18481A0234	KALAPALA SIVA JYOTSNA	EEE	8501933447
4	18481A0247	KORLAPATI GAYATHRI DEVI	EEE	9374602149
5	18481A0266	MOKKALAKATHI POORNIMA	EEE	7731089682
6	18481A0280	TURLAPATI SESHASAI SRILEKHA	EEE	7095338723
7	18481A0292	UNNAM SNAVYA	EEE	7286998739
8	18481A0294	VANAMALA GAYATHRI	EEE	6305250605
9	18481A0352	BATTIPATI NIKITHA	ME	6309884918
10	18481A0416	BHATRAJU MUKUNDAPRIYA	ECE	9133869527
11	18481A0420	BOPPUDI BHAVYA	ECE	9121852069
12	18481A0429	CHEBATTINA MANASA	ECE	9121934361
13	18481A0441	CHORAGUDI MAMATHA	ECE	8301555634
14	18481A0453	GODAVARTHI ASHA	ECE	9866825897
15	18481A0455	KANUMURI CHANDRA KALA	ECE	8303202961
16	18481A04B6	KURRALA MEGHANA	ECE	8348418051
17	18481A04D3	MODUGUMUDI ARUNA	ECE	8333946005
18	18481A04K6	SARIPALLI RENUSRI	ECE	6305736385
19	18481A04J5	SHAIK SRAVANI	ECE	8281727058
20	18481A04K8	THOKALA PRIYANKA	ECE	9381867140
21	18481A04M7	YARKATI JAYA SRI	ECE	9830344799
22	18481A04N1	YARRAMSETTY NAGA LAKSHMI	ECE	9080024477
23	19485A0218	MODUGUMUDI HARIKA	EEE	9014636757
24	19485A0315	RHEEMAVARAPU NAGA LAKSHMI	ME	9346281500
25	19485A0316	PANDRAJU VIJAYA SRI	ME	9121864006
26	19485A0401	ADUSUMILLI JYOTHIRMAI	ECE	8099185120
27	19485A0404	GUDAVALLI MADHU LATHA	ECE	8341748323
28	19485A0405	KONALA VANITHA	ECE	8309679748
29	19485A0409	MUDDAM ANANYA	ECE	9963576948
30	19485A0413	N L.N VENKATA SUSMITHA	ECE	9493330368

For YAMAHA MOTORS ELECTRONICS (INDIA) PVT LTD.

(L. RAVITHA)
Executive - HR

YAMAHA MOTOR ELECTRONICS INDIA PVT LTD.
VV2, SIPCOT Industrial Park, Vallam-Vadagal Village, Sri Perumbudur Taluk, Kanchipuram District – 602 105, Tamil Nadu, India.
Tel No: +91 44 22200322 www.yamaha-motor-elec.co.in CIN Number: U35999TN2012PTC086947

iVIS

CIN : U74999AP2014PTC095541

06-10-2022

Mr.MATTA YUGANDHAR BABU,

1-80/1, Allinagaram,
Mandavalli, KRISHNA,
A.P.- 521325

Dear **Mr.MATTA YUGANDHAR BABU,**

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you a position as **Software Engineer – Trainee** in **iVIS International Pvt Ltd.** You will be on probation for a period of 6 months.

Your annual (CTC) remuneration of **Rs.2,40,000/-** (Rupees Two Lakhs Forty Thousand only). This salary will be subject to deduction of tax and other statutory payments. Your performance and progress will be reviewed at the end of the probation period. Based on your performance, you will be confirmed.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A formal letter of Appointment will be issued on your reporting.

We look forward to you joining us at an early date.

Thanking you,
Yours faithfully,

For iVIS International Pvt Ltd

M Sudhir Kumar

(M Sudhir Kumar)
CEO

Offer Accepted: _____ Date: _____

iVIS

CIN : U74999AP2015PTC096541

06-10-2022

Mr.KORAMPALLI ASHOK,

MAIN CEMENT ROAD, VELADI
KOTHAPALEM, CHANDRALAPADU,
KRISHNA, A.P.- 521182.

Dear **Mr.KORAMPALLI ASHOK,**

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you a position as **Software Engineer – Trainee** in **iVIS International Pvt Ltd.** You will be on probation for a period of 6 months.

Your annual (CTC) remuneration of **Rs.2,40,000/-** (Rupees Two Lakhs Forty Thousand only). This salary will be subject to deduction of tax and other statutory payments. Your performance and progress will be reviewed at the end of the probation period. Based on your performance, you will be confirmed.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A formal letter of Appointment will be issued on your reporting.

We look forward to you joining us at an early date.

Thanking you,
Yours faithfully,

For iVIS International Pvt Ltd.

M Sudhir Kumar

(M Sudhir Kumar)
CTO

Offer Accepted: _____ Date: _____

iVIS

CIN : U74999AP2014PTC096641

06-10-2022

Mr.BANAVATHU SYAM NAYAK,

3-11-14, DEELOR SHOP STREET,
HANUMAN TEMPLE, A.KONDURU,
KRISHNA, A.P.- 521226.

Dear **Mr.BANAVATHU SYAM NAYAK,**

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you a position as **Software Engineer – Trainee** in **iVIS International Pvt Ltd.** You will be on probation for a period of 6 months.

Your annual (CTC) remuneration of **Rs.2,40,000/-** (Rupees Two Lakhs Forty Thousand only). This salary will be subject to deduction of tax and other statutory payments. Your performance and progress will be reviewed at the end of the probation period. Based on your performance you will be confirmed.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A formal letter of Appointment will be issued on your reporting.

We look forward to you joining us at an early date.

Thanking you,
Yours faithfully,

For iVIS International Pvt Ltd.

M Sudhir Kumar

(M Sudhir Kumar)
CTO

Offer Accepted: _____ Date: _____

iVIS

CIN : U74999AP2014PTC096641

06-10-2022

Mr.BURUGUPALLI JAYACHANDRA CHOWDARY,

2-48, SAHIBULA STREET,
MEERJAPURAM, NUJIVID
KRISHNA, A.P.- 521111.

Dear **Mr.BURUGUPALLI JAYACHANDRA CHOWDARY,**

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you a position as **Software Engineer – Trainee** in **iVIS International Pvt Ltd.** You will be on probation for a period of 6 months.

Your annual iVIS remuneration of **Rs.2,40,000/-** (Rupees Two Lakhs Forty Thousand only) This salary will be subject to deduction of tax and other statutory payments. Your performance and progress will be reviewed at the end of the probation period. Based on your performance you will be confirmed.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A formal letter of Appointment will be issued on your reporting.

We look forward to you joining us at an early date.

Thanking you,
Yours faithfully,

For iVIS International Pvt Ltd

M Sudhir Kumar

(M Sudhir Kumar)
CEO

Offer Accepted: _____ Date: _____

iVIS

CIN : U74999AP2014PTC096641

06-10-2022

Ms.DODDA LATHANJALI,

3-33, MAIN ROAD,
KAIKALURU STREET, MANDAVALLI,
KRISHNA, A.P.- 521345.

Dear **Ms.DODDA LATHANJALI,**

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you a position as **Software Engineer – Trainee** in **iVIS International Pvt Ltd.** You will be on probation for a period of 6 months.

Your annual (CTC) remuneration of **Rs.2,40,000/-** (Rupees Two Lakhs Forty Thousand only). This salary will be subject to deduction of tax and other statutory payments. Your performance and progress will be reviewed at the end of the probation period. Based on your performance you will be confirmed.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A formal letter of Appointment will be issued on your reporting.

We look forward to you joining us at an early date.

Thanking you,
Yours faithfully,

For iVIS International Pvt Ltd

M Sudhir Kumar

(M Sudhir Kumar)
CTO

Offer Accepted: _____ Date: _____

Zoho Sign Document ID: [illegible]

Grasko Solutions

30/09/2022

GUDURU YASWANTH SIVA SAI TEJA
SIVALAYAM BACK SIDE, PEDA OGIRALA,
VUYYURU, KRISHNA, Andhra Pradesh.

Contact No: 9948588893

Re: Employment Offer for the Position of **QA_Trainee**

Dear Guduru Y S S Teja:

With reference to your application and the subsequent interview(s) you had with us, we are pleased to make this offer to you for the position of **QA_Trainee** at Grasko Solutions Private Limited (the "Employer") subject to the following terms and conditions:

1. **Position**. You will be offered the position of **QA_Trainee** in the Employer. While serving the Employer in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

2. **Date of Joining**. As per our discussion, you will join the Employer on **10/10/2022**, or another mutually agreed upon date, at the Employer's primary place of work located at #29, 29th Main Road BTM Layout 2nd Stage Bangalore, KA 560076.

3. **Annual Compensation**. You shall be paid an annual compensation of **₹3,00,000/- (Three Lakhs Only)** per annum. The compensation will be subject to applicable taxes and will be paid to you after the deduction of income tax and other applicable taxes at the source. The compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Employer's policy maintaining the strictest confidentiality of the compensation you receive from the Employer.

4. **Duties**. You will perform duties and services as required in relation to the affairs of the Employer as may be assigned to you from time to time. During the term of your employment with the Employer, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavors to promote the business interest of the Employer, (c) devote your full time, attention, and efforts to serve the Employer, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Employer or conflicts with your duties to the Employer.

5. **Working Hours**. Your standard working hours will be 9:00 AM to 6:30 PM, Monday through Friday, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require you to work beyond these hours. Additionally, the Employer may implement staggered work shifts, from time to time. In

APPOINTMENT LETTER

January 22, 2022

Dear Mohammad Afthaf Raja Hussain ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company , in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. myvisions.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited.**

Aparna Shaiee
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I, Mohammad Althaf Raja Hussain , confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions, including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorise Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mohammad Althaf Raja Hussain ,

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,845
Total Fixed Cash	**24,684**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	620
Total Fixed Compensation	**27,104**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,439
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during emergency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.3lac per annum.

ANNEXURE – IV

APPOINTMENT LETTER

January 22, 2022

Dear Yelisetty Ashok ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **myplace.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

The offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company repposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I Yelleetty Ashok , confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment related actions, including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Yelleetty Ashok .

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler.
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage.
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.2lac per annum.

ANNEXURE – IV

APPOINTMENT LETTER

January 22, 2022

Dear Kuna Gopi Krishna ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailes
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependant member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

I Kurra Gopi Kishore ... confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorise Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Kurra Gopi kishore .

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed

below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	608
Total Fixed Compensation	**27,196**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 30,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical insurance Coverage up to Rs 3lac per annum.

ANNEXURE – IV

Fwd: Sub: Campus Recruitment Invitation Proposal for [illegible] from [illegible] – from K.S.N.N LAVITH, Head- Corporate relations & Responsibilities for job description and interview schedule

[illegible] messages

Gudlavalleru Engg College (HO) [illegible]
To: [illegible]

Dear Sir,

[illegible]
Thanks & Regards,
[illegible]
Head - Corporate & Industry Relations
[illegible]

From: [illegible]
Sent: Thursday, February [illegible]
To: Gudlavalleru Engg College (HO) [illegible]
Subject: Fwd: Sub: Campus Recruitment Invitation Proposal for [illegible] from [illegible] – from K.S.N.N LAVITH, Head- Corporate relations & Responsibilities for job description and interview schedule

Dear Mr. Sir,

Thanks for arranging Campus Drive through virtual media. Tremendous response from the students.

The following students are selected based on the discussion I had with them today.

The students are interested to join immediately on internship. Please do the results to send them for [illegible] as early as possible.

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Sri Bhavani Metals Pvt Ltd

Dear Allam Venkatesh

I am very pleased to inform you that you have been appointed for the position of Production supervisor trainee effective from September 4, 2022.

The terms and conditions regarding your appointment as the company's our employee are enclosed, if you are willing to accept the conditions mentioned, as well as the job offer.

We look forward to workingwith you soon.

Note : Candidate should be reporting on the above mentioned date with a photo copy of certificates, Aadhar Card and PAN Card as it is mandated for the joining report.

Manager

SRI BHAVANI METALS PVT LTD.
#Plot No : 54 & 55, Phase III, I.D.A, Jeedimetla Hyderabad 500055, Andhra Pradesh, India.
Tel: 91-40-23095212 Fax: 91-40-23097299 . CIN: U27109TG1985PTC005775

NVH INDIA

22 July 2022
Bathula Mahesh Babu
Mudinepalli Mandal,
Krishna Dist.
Andhra Pradesh

Dear Bathula Mahesh Babu;

It is with great pleasure that i extend the following employment offer to you.

Position: Production Trainee
Start date: 28 July 2022
Salary : 1,66,000/- Per Annum.

As per the discussion by the hiring team we are pleased to inform that your appointment with NVH auto parts is solicited in specified due date.

As per the company policies the employees are provided with medical cover. Leaves will be on paid basis for 20 days a year

Sincerely,

A Srinivasan
(Manager)

Candidate Signature:_____

Date:_____

Address:
#Plot No B-67 & B-68, 4th Cross 4th Main SIPCOT Industrial Park,
Irungattukottai, Tamil Nadu 602117

ITORQ

[illegible] October 2022

Dear Sodisogu Pavan Kumar

Address D no 19-110/16, 18th Ward

Pedana- Krishna Dist 521366

Re: **LETTER OF APPOINTMENT**

We are pleased to confirm your appointment to the position Engineering Assistant in our Hydraulic operations Department. You will be based at our hyderabad office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked 'A'.

Appointment date

You will commence duties on 20th October 2022.

Earnings

You will be remunerated by the payment to you of a salary of Rs 15,000/- per month subjected to deductions for Medical Aid & Pension.

Cognizant

19-Jan-2022

Sorna Sai Mahesh
B Tech Mechanical
Gudlavalleru Engineering College, Gudlavalleru

Dear Sorna Sai Mahesh,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation to Internship Program with us, we are pleased to offer you an internship with us for a **period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, case challenges, assessments etc. to accelerate your learning. The outcome during Internship would be measured through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IP, infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenE program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

stipend and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
1Photocopy of your Passport & Visa
1Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
12 Passport size photographs
1Pan Card
1Aadhar Card
1Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: G. Sai Prakash **Date:** 09-04-25

JP Vend Tech Private Limited

12th September 2022

Dear Cheboyina Sai Sri Charan,

We are delighted to offer you a job opportunity with JP Vend Tech as a Marketing Executive. Please find attached the job details for new position.

You will be reporting to Mr. M Kailash, and your expected joining date is 25th September 2022.

As a full time/part time employee of JP Vend Tech, You will be entitled to the following compensation and benefits:

- Annual salary package of Rs 13,000/-
- Paid vacation leave for 2 days a month

This offer is valid until the 30th September 2022 in case of any queries, please contact Manager.

We look forward to having you on our team and seeing you achieve great things at JP Vend Tech.

All the best!

sincerely,

M Kailash

[Candidate signature]

LARSEN & TOUBRO

Ref.: [illegible]

[illegible]

Mr. Ghanta Sai Ram Kumar
Gudlavalleru Engineering College
Contact No. [illegible]

Dear Sir,

Sub: Appointment as Graduate Engineer Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions subject to:

(a) Your passing the final Degree Examination in [illegible] attempt and
(b) Being found medically fit by the Company's Doctor.

1. Your period of training will be for twelve months from the date you report for training.

2. During the course of twelve months training period, you will carry out all exactions and instructions issued to you by the Company, its officers and representatives, diligently and faithfully to the [illegible] Rules and Regulations. The course and manner of your training will be decided [illegible] by the Company at its discretion and you may be required to work as part of your training [illegible] the Department, Offices / Projects of the Company and/or Subsidiaries [illegible].

3. During the course of your training, the company will pay you the following sums:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	[illegible] P.M	[illegible] P.M
TUCKER	[illegible] P.M	[illegible] P.M
TOTAL	[illegible] P.M	[illegible] P.M

You will be eligible for reimbursement of Site Communication Allowance when passed to Project Sites [illegible]:

	Project Based
Site Communication Allowances (P.M.)	₹ [illegible] P.M

You will be [illegible] of ₹ [illegible] will be payable to Graduate Engineer Trainee on [illegible] of training period.

You will also eligible to get Leave Travel Assistance ₹ 21,000/- after the [illegible] of your training period. Refer [illegible].

4. **Gratuity**: Your [illegible] of training of [illegible] will not be [illegible] [illegible].

KALYANI

KALYANI TECHNOFORGE

Dear Chenikoonda Neeraj Ram

Our hiring team was pointedly excited to meet and get to know you over the past few days. It is my pleasure to offer you a position of **Kalyani Technoforge** in the role of **Supervisor Assembly operations**. This will be reporting to the Section belonging in the **Assembling** department.

Your starting date is the

We will be offering you the following compensation and benefits:

- Annual gross salary of Rs. 1,44,000/-
- Eligibility for any additional employee benefits that the company may provide in the future

This offer is valid until the **25 December 2022**. To accept the offer, simply **hit** reply on the email that contained this offer letter and confirms that you agree with the proposed terms. We are looking forward to having in our team and to seeing you in some great things at **Kalyani Technoforge**.

KALYANI TECHNOFORGE
#72-76 MUNDHAWABEHIND SIPOREX PUNE, Maharashtra 411036

18-524

Cognizant

Letter of Intent (LOI)

Supernet ID: 1480533

November 02, 2021

Dear sanjay chinnma,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Supernet ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://cartaus/cognizant.cognizant.com/Fields/Prologin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Sri Bhavani Metals Pvt Ltd

Dear Chunduru Subrahmanya Kumar,

I am very pleased to inform you that you have been appointed for the position of Production supervisor trainee effective from September 4, 2022.

The terms and conditions regarding your appointment as the company's our employee are enclosed, if you are willing to accept the conditions mentioned, as well as the job offer.

We look forward to workingwith you soon.

Note : Candidate should be reporting on the above mentioned date with a photo copy of certificates, Aadhar Card and PAN Card as it is mandated for the joining report.

Manager

SRI BHAVANI METALS PVT LTD.
#Plot No : 54 & 55, Phase III, I.D.A, Jeedimetla, Hyderabad 500055, Andhra Pradesh, India.
Tel: 91-40-23095212 Fax: 91-40-23087299 , CIN: U27109TG1985PTC005775

ITORQ

10th October 2022

Dear Dagani Arul

Address D no 19-110-16, 18th Ward

Pedana, Krishna Dist-521366

Re: **LETTER OF APPOINTMENT**

We are pleased to confirm your appointment to the position Engineering Assistant in our Hydraulic operations Department. You will be based at our Hyderabad office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked "A"

Appointment date

You will commence duties on 20th October 2022.

Earnings

You will be remunerated by the payment to you of a salary of Rs16,000/- per month, subjected to deductions for Medical Aid & Pension.

22 July 2022
Dasari Rakesh
D.No.1-17,Near RCM Church,
Market Center, Tadepalli
Guntur Dist.-522 501

Dear Dasari Rakesh,

It is with great pleasure that i extend the following employment offer to you.

Position: Production Trainee
Start date: 28 July 2022
Salary : 1,66,000/- Per Annum.

As per the discussion by the hiring team we are pleased to inform that your appointment with NVH auto parts is solicited in specified due date.

As per the company policies the employees are provided with medical cover. Leaves will be on paid basis for 20 days a year.

Sincerely,

A Srinivasan
(Manager)

Candidate Signature:_____

Date:_____

Address:
#Plot No B-67 & B-68, 4th Cross 4th Main SIPCOT Industrial Park,
Irungattukottai, Tamil Nadu 602117

Cognizant

18-Jan-2022

Dasari Teja Kumar
B.Tech Mechanical Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Dasari Teja Kumar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for a period of 3 to 6 months. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include displayed sessions, hands on exercise and project work. There will also be series of webinars, quizzes, Slack interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestones are the eligible factors for processing stipend

19th September 2022
Degala Hari Sai Teja
D.No.21/520,Adarsh Colony
Machilipatnam,Andhra Pradesh
Krishna district.-521 001

Dear Degala Hari Sai Teja;

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,600

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

Sincerely,

NISHANT MOULDING PVT.LTD

V-Xpress, Survey No.159, Shed 2,3,4, Srikanth Reddy Estate, Kompally, Hyderabad, Telangana 500014

KALYANI

KALYANI TECHNOFORGE

Dear Gudibu Teja Sai Praveen

Our hiring team was positively excited to meet and get to know you over the past few days. It is my pleasure to offer you a position of **Kalyani Technoforge** in the role of **Supervisor Assembly operations**. You will be reporting to the Section Belonging in the **Assembling** department.

Your starting date is the

We will be offering you the following compensation and benefits:

- Annual gross salary of Rs 1,84,000/-
- Eligibility for any additional employee benefits that the company may provide in the future

This offer is valid until the **25 December 2022**. To accept the offer, simply **hit** reply on the email that contained this offer letter and confirms that you agree with the proposed terms. We are looking forward to having in our team and to seeing you achieve great things at **Kalyani Technoforge**.

ATHARVA

Atharva Industrial Equipments Pvt. Ltd.

12th August 2022

To,

Ede Sandeep

D. no. 5-104, Angaluru

Gudhavalleru Mandal,

Krishna Dist-521330

Ede Sandeep,

Atharva Industrial Equipments is pleased to offer you the position of Testing Engineer. We are confident that your skills and will be a perfect for our company.

As discussed, the office timings will be from 10:00 AM to 06:00 PM. You will be reporting from 20th August 2022 and your starting salary will be Rs 18000/-. Your employment terms include full medical coverage for you. The employee benefits health plan will be effective from date of joining.

Sincerely,

(K S Mehtha)

Office Address

Plot No. 33, Avilado Wadi, Mode, Opposite LNG Gas Pumps, Magheshwar Colony Square,

Pune-411105, Maharashtra, India

Cognizant

19-Jan-2022

Praveen Reddy Gaddam
B Tech Mechanical
Gudavalleru Engineering College, Gudavalleru

Dear Praveen Reddy Gaddam,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring categories and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now through and of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment, however, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through former evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

APPOINTMENT LETTER

[illegible]

[illegible]

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified, pursuant to changes in the Company policy updated from time to time.

1. **Appointment Details**

   a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

   b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

   c. The retirement age is 58 years.

   d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

   f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications underlying the date of appointment.

   g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. **Compensation**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

   b. Variable Pay – The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

   c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

   d. Your salary will be reviewed periodically as per Company policy.

   e. Changes to your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. **Other Benefits**

[illegible]

Sri Bhavani Metals Pvt Ltd

Dear Gorjanthi Venkata Swamy,

I am very pleased to inform you that you have been appointed for the position of Production supervisor trainee effective from September 4, 2022.

The terms and conditions regarding your appointment as the company's our employee are enclosed. If you are willing to accept the conditions mentioned, as well as the job offer,

We look forward to workingwith you soon.

Note : Candidate should be reporting on the above mentioned date with a photo copy of certificates, Aadhar Card and PAN Card as it is mandated for the joining report.

Manager

SRI BHAVANI METALS PVT LTD,
#Plot No : 54 & 55, Phase III, I D A, Jeedimetla, Hyderabad 500055, Andhra Pradesh, India
Tel: 91-40-23095212 Fax: 91-40-23097299 , CIN: U27109TG1988PTC008273

19th September 2022
Gudiguntla Vijay
Pedavadlapudi, Mangalagiri Mandal,
Guntur Dist.-522 302
Andhra Pradesh

Dear Gudiguntla Vijay

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,000

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

Sincerely,

incap

Idamakanti Brahma Reddy

D. no. 4-99, Rajanagaram Road,

Near ABC High School, Tallury,

Prakasam Dist. 523304

Dear Idamakanti Brahma Reddy

It is with great pleasure that I extend the following employment offer to you.

Position : Production Supervisor

Start date : No later than 26th November 2022

Salary :15,000 / Month

This employment offer is contingent upon the successful completion of (background check drug screening reference check,1-9 form etc).This offer is not a contact of employment, and either party may terminate employment at any time, with or without cause.

Incap looks forward to bringing you on board. If you have question, do not hesitate to reach out anytime.

Sincerely,

candidate signature:_____

candidate printed Name:_____

date:_____

Registered office

[illegible], Vijayawada, Andhra Pradesh – 521 104, INDIA,

Tel: [illegible], Fax: [illegible]

LARSEN & TOUBRO

Letter of Intent

[illegible]

[illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]

[illegible]

[illegible]

- [illegible]
- [illegible]

[illegible]

[illegible]

[illegible]

PS: [illegible]

[illegible]

Nikhil Das
Deputy Manager (Materials Planning)

Candidate Signature: [illegible]

[illegible]

SAFRAN

AIRCRAFT ENGINES

ANNEXURE I

Name: Moumika Kurt
Designation: Graduate Engineer Trainee
Department: Natural

Salary Components	Per Month	Annual Equivalent
Monthly salary components		
Gross	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
Special Allowance	[illegible]	[illegible]
Gross Salary (A)	[illegible]	[illegible]
Annual benefits (B)		
Contribution to Provident Fund	[illegible]	[illegible]
Provision towards Medical Insurance of [illegible] and [illegible]	[illegible]	[illegible]
Gratuity	[illegible]	[illegible]
Annual CTC (A+B)	[illegible]	[illegible]

Note:

- **The above compensation package should not be disclosed with anyone when they are undersigned.**
- [illegible]
- [illegible]

[illegible]

APPOINTMENT LETTER

March 21, 2022

Dear Kandala Rahul,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications onwards the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

15-361

E S ENVISION

Reference ID	448/[illegible]/2022/OFFER LETTER
Candidate Name	Kaveti Ajay Babu
Address	Opposite [illegible], Prakasam District, A.P. [illegible]

OFFER LETTER

Dear Mr. Kaveti Ajay Babu

We convey Congratulations On behalf of Envision Integrated Services Pvt. Ltd., (hereinafter referred to as "the Company") I am very pleased to offer you a position of Junior Engineer in our organization. Your joining date will be 21-11-2022.

Your total cost to company (CTC) will be Rs.2,[illegible] /- Your salary composition [illegible] details are listed in the Employment Agreement annexed to this letter.

Please indicate your acceptance to the Employment Agreement by signing and returning it within three days from the date of this letter to the following address. Please retain the second copy for your records.

On reporting please bring following documents:

- Acceptance copy of Offer letter
- Relieving letter and Experience letter from all previous companies
- Educational Degree Certificate & Mark Sheets (HSC, [illegible], Diploma, Graduation, Post Graduation and Highest Certification Certificate)
- 2 Passport size [illegible] photograph and a [illegible] passport size photograph
- Copy of Passport
- Copy of Visa [illegible]
- Copy of PAN card [illegible] details are mandatory
- Copy of latest resume
- Last two month's Pay slip from the previous company
- Two blank cheques and Discounted/Revoked cheque
- IT Declaration Form 16 from last employer
- 2 self-attested Photo ID documents for KYC
- UAN - PF number from previous company
- You are also required to bring all original documents for verification

We look forward to welcoming you in our organization.

ACCEPTANCE OF JOINING

The terms and conditions of this Appointment Letter are fully acceptable to me. I shall report for duty on

Employee Name

Employee Signature

Cognizant

15-Jan-2022

Kulam Samuel Morris
B.Tech Mechanical
Kalaignar Engineering College, Gudiyaattam

Dear Kulam Samuel Morris,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation to participate Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college issues schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be clearly communicated to you and the internship would be based on the business demand aligned to your skill stacks.

Though Cognizant internship being a pre- regular skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your engagement with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercises and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcomes during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IP rights on application and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of milestones are the eligible factors for processing stipend.

CARIGAR

Mr. Kalikina T S Durga Rao

Address C. no. 2007174

Machilipatnam

Krishna Dist-521002

December 28, 2022

Dear Sir,

With reference to your interview dated 21 Dec 2022, We are pleased to offer you position of Technical Assistant in our Organization.

Your joining date is confirmed at 30 Dec 2022 as per the following terms and conditions:

1. Are entitled to a CTC of 18,000 per month payable as per Annexure A.
2. Agree to comply with Terms and Conditions of Appointment.
3. Agree to submit with us a signed copy of Marks sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verification.

Please send us an acknowledgement of this offer confirming your joining. We look forward to a [illegible] rewarding professional relationship with you.

[illegible]

19th September 2022
Katuri Sai Kiran
D.No.13/280,Near Triveni Public School,
Pelimeedia,Gudivada,
Krishna Dist.-521 301

Dear Katuri Sai Kiran

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,600

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation at least before 30 working days.

Sincerely,

NISHANT MOULDING PVT.LTD

V-Xpress. Survey No.159, Shed 2,3,4, Srikanth Reddy Estate, Kompally, Hyderabad, Telangana 500014

ANNEXURE – I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Mr. Bhaskar Rahaman
DEPT.	Systems Engineer
[illegible]	Systems Engineer Trainee

1. MONTHLY COMPONENTS

[illegible]

[illegible]

[illegible]

MONTHLY GROSS SALARY

2. ANNUAL COMPONENT

[illegible]

3. RETIRAL BENEFITS

[illegible]

[illegible]

FINAL GROSS SALARY (1+3)

[illegible]

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Installments	Margin Amount [illegible]
[illegible]				
[illegible]	[illegible]	Nil	[illegible]	[illegible]

[illegible]

[illegible]

LARSEN & TOUBRO

[illegible]

Ref: GET 2022/Mech/L&T Valves/LT2022[illegible]

[illegible] October 2022

Mr. Kota Venkata Pavan Teja
Godfreydiers Engineering College
Email Id: [illegible]
Contact No. [illegible]

APPOINTMENT AS GRADUATE ENGINEER TRAINEE – 2022

[illegible] Engineer Trainee (GET) on the following terms and conditions:

1. **Medical Fitness and Academic Requirement**

   [illegible]

   a. [illegible]
   b. [illegible]
   c. [illegible]

2. **Period of Training**

   [illegible] **One year** from the date of commencement of training.

   [illegible] **18th November 2022 in Coimbatore**. [illegible]

   [illegible] **L&T Valves**.

   [illegible]

   [illegible]

   [illegible]

   [illegible]

NVH INDIA

22 July 2022
Kovvali Rakesh
D.No.3-69A,
Tipparagunta, Bapulapadu Mandal,
Krishna Dist.-521 106

Dear Kovvali Rakesh,

It is with great pleasure that i extend the following employment offer to you.

Position: Production Trainee
Start date: 28 July 2022
Salary : 1,66,000/- Per Annum.

As per the discussion by the hiring team we are pleased to inform that your appointment with NVH auto parts is solicited in specified due date.

As per the company policies the employees are provided with medical cover. Leaves will be on paid basis for 20 days a year

Sincerely,

A Srinivasan
(Manager)

Candidate Signature: _____

Date: _____

Address:
#Plot No B-67 & B-68, 4th Cross 4th Main SIPCOT Industrial Park,
Irungattukottai, Tamil Nadu 602117

APPOINTMENT LETTER

January 26, 2022

Dear MANALI VARMA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. The offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay : The details of the component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

ITORQ

10th October 2022

Dear Mohammad Iqbal

Address D No 2-48 Vemulamada

Compotivani Gudem Movva Mandal

Krishna Dist -521135

Re: **LETTER OF APPOINTMENT.**

We are pleased to confirm your appointment to the position Engineering Assistant in our Hydraulic operations Department. You will be based at our Hyderabad office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked "A"

Appointment date

You will commence duties on 20th October 2022

Earnings

You will be remunerated by the payment to you of a salary of Rs16,000/- per month, subjected to deductions for Medical Aid & Pension

ITORQ India Pvt. Ltd.
Knowle Emerald, Kondapur Main Road, White fields, Kondapur, Hyderabad - 500081, Telangana, India
Tel: 91-[illegible], CIN: U57100TG2015PTC101813

Cognizant

18-779

07-Jan-2021

John Ebenezer Mallempalli
B Tech Mechanical
Godavaliru Engineering College, Godavaliru

Dear John Ebenezer Mallempalli,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor comments, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT intra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

M-553

CARIGAR

Mir Mannem Lohith Balaji

Address D. no. 22-23-11

Ranga Reddy Nagar

Chirala Mandal

Guntur Dist-523155

December 26, 2022

Dear Sir

With reference to your interview dated 21 Dec 2022, we are pleased to offer you position of Technical Assistant, in our Organization.

Your joining date is confirmed at 30 Dec 2022 as per the following terms and conditions:

- You are entitled to a CTC of 16,000 per month payable as per Annexure A.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of marks sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining. We look forward to a mutually rewarding professional relationship with you.

For Carigar & Associates

Address: #1-1-7, FLat No. 203, 2nd Floor Somathi Residency, Ramkote Hyderabad, Telangana 500027

19th September 2022
Meeniga Naveen Kumar
Budidativari Palli,
T.Sundupalli Mandal,
Y S R Kadapa Dist.-516 129

Dear Meeniga Naveen Kumar

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,000

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

Sincerely,

22 July 2022
Mekala Rahul
D.No:8-138/A,Srinivasa Nagar,
Vissrapeta,
Krishna Dist.-521 215

Dear Mekala Rahul,

It is with great pleasure that i extend the following employment offer to you.

Position: Production Trainee
Start date: 28 July 2022
Salary : 1,66,800/- Per Annum.

As per the discussion by the hiring team we are pleased to inform that your appointment with NVH auto parts is solicited in specified due date.

As per the company policies the employees are provided with medical cover. Leaves will be on paid basis for 20 days a year

Sincerely,

A Srinivasan
(Manager)

Candidate Signature:_____

Date: _____

Sri Bhavani Metals Pvt Ltd

Dear Moka Tarun Kumar,

I am very pleased to inform you that you have been appointed for the position of Production supervisor trainee effective from September 4, 2022.

The terms and conditions regarding your appointment as the company's our employee are enclosed, if you are willing to accept the conditions mentioned, as well as the job offer.

We look forward to workingwith you soon.

Note : Candidate should be reporting on the above mentioned date with a photo copy of certificates, Aadhar Card and PAN Card as it is mandated for the joining report.

Manager

SRI BHAVANI METALS PVT LTD.
Office No. 54 & 55, Phase III, I.D.A, Jeedimetla Hyderabad 500055, Andhra Pradesh, India
Tel: 91-40-23095212 Fax: 91-40-23097299 , CIN: U27109TG1995PTC005779

incap

Murala Aswin Gowd

D No 2-23, High School Road,

Srikakulam, Ghantavala Mandal,

Krishna Dist- 521 32

Dear Murala Aswin Gowd ,

It is with great pleasure that I extend the following employment offer to you.

Position : Production Supervisor

Start date : No later than 26th November 2022

Salary: 23,000 / Month

This employment offer is contingent upon the successful completion of Background check drug screening reference check,1-9 form etc).This offer is not a contact of employment, and either party may terminate employment at any time, with or without cause.

Incap looks forward to bringing you on board. If you have question, do not hesitate to mach out anytime.

Sincerely,

candidate signature:_____

candidate printed Name:_____

date:_____

Registered office

[illegible], Vijayawada, Andhra Pradesh – 521 106, INDIA,

Tel: [illegible], Fax: [illegible]

March 12, 2022

Dear Narahariumy Tanuing,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing internship in our organization Wipro Limited (Wipro) as intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an Intern at Wipro.

2. Duration of training

The duration of internship is 3 months starting from 17th march 2022. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of interview. If any declaration of information furnished to Wipro proves to be false or if you have wilfully supressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

   Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, because maintain all Confidential information as defined from time to time in the Confidentiality Policy of Wipro, as present and confidential and/or not to disclose any such Confidential information except as may be required

April 1, 2022

Dear RARU SIVAREDDY,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an Intern at Wipro.

2. Duration of training

The duration of internship is 3 months starting from 6th April 2022. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such cases, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first obtaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

b. During the training period, if you contribute any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required

KALYANI

KALYANI TECHNOFORGE

Dear Nerusu Yaswanth Babu

Our hiring team was positively excited to meet and get to know you over the past few days. It is my pleasure to offer you a position of **Kalyani Technoforge** in the role of **Supervisor Assembly operations**. You will be reporting to the Section belonging in the **Assembling** department.

Your starting date is the

We will be offering you the following compensation and benefits:

- Annual gross salary of Rs 1,44,000/-
- Eligibility for any additional employee benefits that the company may provide in the future

This offer is valid until the **25 December 2023**.To accept the offer, Simply hit reply on the email that contained this offer letter and confirms that you agree with the proposed terms. We are looking forward to having in our team and to seeing you achieve great things at **Kalyani Technoforge**.

IC: 398

APPOINTMENT LETTER

March 22, 2022

Dear Kendra Nidachanda,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is noted below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

   a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

   b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

   c. The retirement age is 58 years.

   d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including contribution, working hours, holidays, leaves, benefit policies, etc.

   e. The Wipro support to our global customers through various Company locations is made to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

   f. This offer of appointment is subject to your successful completion of all particular requirements as stated by the University/Institution for award of the degree/diploma and the [illegible] aggregate, specified by the Company for your role, and any other criteria, provided by the Company in terms of your educational qualifications, as itself as the date of appointment.

Wipro Internship Letter

Inbox

Wipro offer letter 4 days ago
to me

March 4, 2022

Dear **Sai Noora,**

Congratulations! We are pleased to offer you the position of **Intern** at Wipro.

Please click on the below link to review and accept your internship letter at the earliest using a **desktop/laptop.**

Note : You will not be able to save Internship letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICIMS Internship Letter by 6th march 2022, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the internship Letter

APPOINTMENT LETTER

January 24, 2022

Dear Tamim Pathana,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

wipro

APPOINTMENT LETTER

March 22, 2022

Dear CHAITANYA PADALA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this compensation are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company's policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Cognizant

15-Jan-2022

Veera Narasimha Murthy Palachalla
B.Tech Mechanical
Gudlavalleru Engineering College, Gudlavalleru

Dear Veera Narasimha Murthy Palachalla,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT Infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

KALYANI

KALYANI TECHNOFORGE

Dear P.V.S.S Narasimha Prakash,

Our hiring team was positively excited to meet and get to know you over the past few days. It is my pleasure to offer you a position of **Kalyani Technoforge** in the role of **Supervisor Assembly operations**. You will be reporting to the Section belonging in the **Assembling** department.

Your starting date is the

We will be offering you the following compensation and benefits:

- Annual gross salary of Rs 1,44,000/-
- Eligibility for any additional employee benefits that the company may provide in the future

This offer is valid until the **25 December 2022**. To accept the offer, Simply **Nil** reply on the email that contained this offer letter and conforms that you agree with the proposed terms. We are looking forward to having in our team and to serving you achieve great things at **Kalyani Technoforge**.

KALYANI TECHNOFORGE
#72-76 MUNDHAWABEHIND SIPOREX PUNE, Maharashtra 411036

18-10.6

incap

Pataspati Ramesh

[illegible]

Pamarru Mandal

Krishna Dist 521137

Dear Pataspati Ramesh,

It is with great pleasure that, extend the following employment offer to you.

Position: Production Supervisor

Start date: "Not later than 24th November 2022

Salary: 15,000 / Month

This employment offer is contingent upon the successful completion of (background check drug screening reference check, I-9 form etc). This offer is not a contract of employment, and either party may terminate employment at any time, with or without cause.

Incap looks forward to bringing you on board. If you have question, do not hesitate to reach out anytime.

Sincerely,

Last Initials signature _____

Last Initials printed Name _____

Date _____

ITORQ

10th October 2022

Dear Peketi Karthik Reddy

Address D No 4-5,Kaza

Movva Mandal

Krishna Dist.-521150

Re : **LETTER OF APPOINTMENT**

We are pleased to confirm your appointment to the position Engineering Assistant in our Hydraulic operations Department. You will be based at our Hyderabad office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked "A".

Appointment date

You will commence duties on 20th October 2022

Earnings

You will be remunerated by the payment to you of a salary of Rs.16,000/- per month, subjected to deductions for Medical Aid & Pension

incap

Pullagura Manoj Kumar

Prathipadu,

Yanamandala Mandal

Guntur Dist: 522 018

Dear Pullagura Manoj Kumar,

It is with great pleasure that I extend the following employment offer to you:

Position : Production Supervisor

Start date : No later than 25th November 2022

Salary: 13,000/- Month

This employment offer is contingent upon the successful completion of [background check drug screening reference check,3 ft form etc] This offer is not a contact of employment, and either party may terminate employment at any time, with or without cause.

Incap looks forward to bringing you on board. If you have questions, do not hesitate to reach out anytime.

Sincerely,

Candidate signature: _____

Candidate printed Name: _____

Date: _____

CARIGAR

Mis.P.K.V.S.Priyatham

Address: D.No.10-61,

Bus Stand Road,

Nagayalanka,

Krishna Dist.-521120.

December 26, 2022

Dear Sir

With reference to your interview dated 21 Dec 2022, we are pleased to offer you position of Technical Assistant, in our Organization.

Your joining date is confirmed at 30 Dec 2022 as per the following terms and conditions.

You are entitled to a CTC of 18,000 per month payable as per Annexure A.

You agree to comply with Terms and Conditions of Appointment.

You agree to submit with us a signed copy of marks sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining. We look forward to a mutually rewarding professional relationship with you.

For Carigar & Associates

19th September 2022
Putluri Ram Mohan Reddy
D. no. 13, Dammaiguda
P. S. Rao Nagar, Hyderabad
Telangana- 500083

Dear Putluri Ram Mohan Reddy

We are happy to extend the following employment offer to you.

Position: Technical Assistant
&
Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,500

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

Sincerely.

NISHANT MOULDING PVT.LTD
V-Xpress, Survey No.159, Shed 2,3,4, Srikanth Reddy Estate, Kompally, Hyderabad, Telangana 500014

ITORQ

10th October 2022

Dear Rajulapati Sri Ram

Address:D No.2_15 Main Road

Ayyanki Movva Mandal

Krishna Dist.-521138

Re: **LETTER OF APPOINTMENT**

We are pleased to confirm your appointment to the position Engineering Assistant in our Hydraulic operations Department. You will be based at our Hyderabad office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked "A"

Appointment date

You will commence duties on 20th October 2022

Earnings

You will be remunerated by the payment to you of a salary of Rs.15,000/- per month, subjected to deductions for Medical Aid & Pension.

18-3 44

CARIGAR
PROFESSIONAL POWER SERVICE

M/s R.S.Naga Raju

Address: D.No.2-15,Main Road,

Ayyarlu,

Movva Mandal,

Krishna Dist.-521138

December 26, 2022

Dear Sir,

With reference to your interview dated 21 Dec 2022, we are pleased to offer you position of Technical Assistant, in our Organization.

Your joining date is confirmed at 30 Dec 2022 as per the following terms and conditions.

- You are entitled to a CTC of 16,000 per month payable as per Annexure A.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of marks sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining We look forward to a mutually rewarding professional relationship with you.

For Carigar & Associates

Address: 85-5-7, Plot No. 203, 2nd Floor Sumathi Residency, Ramkote Hyderabad, Telangana 500027

Cognizant

15 Jan 2022

Neeti Sri Ram
B Tech Mechanical Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Rajeti Sri Ram,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, bubbles, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

APPOINTMENT LETTER

January 24, 2022

Dear Krishna teja Bagala,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be **eligible** for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VII. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

APPOINTMENT LETTER

January 24, 2022

Dear Sampath Reddy

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables for customers.

f. This offer of appointment is subject to your successful completion of all particular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

APPOINTMENT LETTER

March 30, 2022

Dear Chandu Singaravelu,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prior/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

Sri Bhavani Metals Pvt Ltd

Dear S. Naga Venkata Manikanta

I am very pleased to inform you that you have been appointed for the position of Production supervisor trainee effective from September 4, 2022.

The terms and conditions regarding your appointment as the company's our employee are enclosed. If you are willing to accept the conditions mentioned, as well as the job offer.

We look forward to working with you soon.

Note : Candidate should be reporting on the above mentioned date with a photo copy of certificates, Aadhar Card and PAN Card as it is mandated for the joining report.

Manager

SRI BHAVANI METALS PVT LTD.
Plot No. 14 & 55, Phase III, I.D.A, Jeedimetla Hyderabad 500055, Andhra Pradesh, India
Tel: 91-40-23095212 Fax: 91-40-23097299 . CIN: U27109TG1985PTC005775

19th September 2022
Tadanki Bhargav Teja
D. no. 7-3,
Degree College Road, Gudlavalleru,
Krishna Dist- 521356

Dear Tadanki Bhargav Teja
We are happy to extend the following employment offer to you.

osition: Technical Assistant

Date of Joining: 15 days after receiving of the order

Salary: Rs 18,000

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

sincerely,

NISHANT MOULDING PVT.LTD
V-Xpress. Survey No.159, Shed 2,3,4, Srikanth Reddy Estate, Kompally, Hyderabad, Telangana 500014

APPOINTMENT LETTER

March 25, 2022

Dear NADA THOTA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 60 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including expectations, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

Wipro Offer Letter Inbox

Wipro offer letter 5 days ago
to me

March 25, 2021

Dear **THOTA SANKAR**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop.**

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer

Cognizant

15-Jan-2022

Turaga Krishna Kaushik
B.Tech Mechanical Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Turaga Krishna Kaushik,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now through end of March 2022 based on your availability factoring your college exam schedule and our business requirement.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a training curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra on applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant CamC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payments will be done for any delay in completion.
- Attendance and successful completion of Milestones are the eligible factors for processing stipend

18-3 BC

wipro

APPOINTMENT LETTER

January 27, 2022

Dear siva karth [illegible],

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications, on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. [illegible]

virtusa

ITORQ

10th October 2022

Dear Vekanuru Bala Vamsi

Address:D.No.9-110,Krishna River Road,

Nagayalanka

Krishna District -521 120

Re : **LETTER OF APPOINTMENT**

We are pleased to confirm your appointment to the position Engineering Assistant in our Hydraulic operations Department. You will be based at our Hyderabad office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked "A".

Appointment date

You will commence duties on 20th October 2022

Earnings

You will be remunerated by the payment to you of a salary of Rs.16,000/- per month, subjected to deductions for: Medical Aid & Pension.

ITORQ India Pvt. Ltd.

Krishe Emerald, Kondapur Main Road, White Fields, Kondapur, Hyderabad - 500081, Telangana, India.

Tel: 91 [illegible] , CIN: U52100TG2015PTC101613

APPOINTMENT LETTER

March 28, 2022

Dear Vennapally Akhil,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Cognizant

18-11-2

19-Jan-2022

Vinnakoti Bosva Sri Sai Nagendra
B.Tech Mechanical
Pudhucheri Engineering College, Puducherry

Dear Vinnakoti Bosva Sri Sai Nagendra,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

wipro

APPOINTMENT LETTER

March 28, 2022

Dear Venkatesha Varma,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

   b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

   c. The retirement age is 58 years.

   d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment, including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

   f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

   g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure IV - Salary Offer Sheet.

   b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

   c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

   d. Your salary will be reviewed periodically as per Company policy.

   e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. **Other Benefits:**

You will also be eligible for:

HackWithInfy 2021: Congratulations! You have a job offer for Systems Engineer role

2 messages

HackWithInfy <HackWithInfy@infosys.com> Mon, 9 Aug, 2021 at 10:13 pm
To: sridatta.00b@gmail.com <sridatta.00b@gmail.com>

Infosys

#HackWithInfy

March - August, 2021

HWI

Code Collaborate Conquer

Dear SRIDATTA,

Congratulations! You have cleared the pre-placement interview through HackWithInfy 2021 to receive a job offer for the Systems Engineer role at Infosys.

The compensation offered for this role is **INR 3.4 lakhs per annum.**

Please note:

1. This is a conditional job offer subject to your background verification.

2. You might have appeared in PPI for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at HackWithInfy@infosys.com for any clarifications.

Regards,

Typeinstructionfy

Infosys

19 - 5303

CARIGAR

M/s Ch.V.V Subrahmanyam

Address:D.No.-3-46

BC Colony,Yertaguden,

Devarapalli Mandal,

West Godavari Dist -534313

December 20, 2022

Dear Sir,

With reference to your interview dated 21 Dec 2022, we are pleased to offer you position of Technical Assistant, in our Organization.

Your joining date is confirmed at 30 Dec 2022 as per the following terms and conditions.

You are entitled to a CTC of 16,000 per month payable as per Annexure A.

You agree to comply with Terms and Conditions of Appointment.

You agree to submit with us a signed copy of marks sheet, Pan Card, Adhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining. We look forward to a mutually rewarding professional relationship with you.

For Carigar & Associates

19th September 2022
Gugulothu Naveen Naik
D. no. 2-25, Near Flag Tree,
Dharmavarapudu Thanda, Jaggayyapet,
Krishna Dist-521 457

Dear Gugulothu Naveen Naik

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,500

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

Sincerely,

NISHANT MOULDING PVT.LTD

V Xpress. Survey No.159, Shed 2,3,4, Srikanth Reddy Estate, Kompally, Hyderabad, Telangana 500014

19th September 2022
Adothu Eshwar
D. no. 2-62, Dharmavarapadu Thanda, Jaggayapet,
Krishna Dist- 521457

Dear Adothu Eshwar

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,600

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper information atleast before 30 working days.

sincerely,

22 July 2022
Kalidindi Rakesh
D.No 0-128,Near Water Tank,
Ninmakuru, Pamarru Mandal,
Krishna Dist.-521 158

Dear Kalidindi Rakesh,

It is with great pleasure that i extend the following employment offer to you.

Position: Production Trainee
Start date: 28 July 2022
Salary : 1,66,000/- Per Annum

As per the discussion by the hiring team we are pleased to inform that your appointment with NVH auto parts is solicited in specified due date.

As per the company policies the employees are provided with medical cover. Leaves will be on paid basis for 20 days a year

Sincerely,

A Srinivasan
(Manager)

Candidate Signature: _____

Date: _____

Address:
#Plot No B-67 & B-68, 4th Cross 4 th Main SIPCOT Industrial Park,
Irungattukottai, Tamil Nadu 602117

Cognizant

19-512

15-Jan-2022

Jakkula Mahesh
B.Tech-Mechanical
Godavarikani Engineering College, Godavarikani

Dear Jakkula Mahesh,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for a period of 3 to 6 months. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, tutorials, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with Cognizant attendance requirements. Prior approvals are mandatory towards any unpublished leave or break requests during the program.
- There should be zero tolerance to malpractice and misconduct during the internship. Any such incident would be followed by immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and programming assigned prior to the deadline.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IP arising as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant Conf. program terms and its conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional stipend will be paid for any delay in completion.
- Attendance and successful completion of Milestones are the eligible factors for processing stipend

Cognizant

19 - 314

15-Jan-2022

Kolikuta Jaya Naga Chaitanya
B.Tech Mechanical
Gudlavalleru Engineering College, Gudlavalleru

Dear Kolikuta Jaya Naga Chaitanya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are **pleased** to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, sources, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT wire as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SaaS program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Timely and successful completion of Milestonemy are the eligible factors for processing stipend

Sri Bhavani Metals Pvt Ltd

Dear S.V.V.Naga Durga Prasad,

I am very pleased to inform you that you have been appointed for the position of Production supervisor trainee effective from September 4, 2022.

The terms and conditions regarding your appointment as the company's our employee are enclosed. if you are willing to accept the conditions mentioned, as well as the job offer.

We look forward to workingwith you soon.

Note : Candidate should be reporting on the above mentioned date with a photo copy of certificates, Aadhar Card and PAN Card as it is mandated for the joining report.

Manager

SRI BHAVANI METALS PVT LTD.
Plot No.: 54 & 55, Phase III, I D A, Jeedimetla, Hyderabad 500055, Andhra Pradesh, India.
Tel: 91-40-23095212 Fax: 91-40-23097399 . CIN: U27108TG1985PTC005770

Chepula Appalaraju

D no. 11.1, Thikkavampalem Village

Pavanda Mandal

Vizianagaram Dist: 531026

Dear Chepula Appalaraju

It is with great pleasure that I extend the following employment offer to you:

Position : Production Supervisor

Start date : No later than 19th November 2022

Salary: 11300 / Month

This employment offer is contingent upon the successful completion of Background check drug screening reference check,I-9 form etc1. This offer is not a contact of employment, and either party may terminate employment at any time, with or without cause.

Incap looks forward to bringing you on board. If you have question, do not hesitate to reach out anytime.

Sincerely,

Candidate signature: _____

Candidate printed Name: _____

Date: _____

Registered office
[illegible], Vijayawada, Andhra Pradesh – [illegible]
Tel: [illegible] Fax: [illegible]

19th September 2022
Pinjala Yogesh Siva Purna
D.No 10-168/20,
Brahmapuram Street,Pedana,
Krishna Dist.-521 366

Dear Pinjala Yogesh Siva Purna

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,600

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

Sincerely,

CARIGAR

M/s N V S Sri Charan

Address: D No 6-15(2)
Medarametta

Mobtuladuruka Mandal

Prakasam Dist -523212

December 26, 2022

Dear Sir

With reference to your interview dated 21 Dec 2022, we are pleased to offer you position of Technical Assistant, in our Organization.

Your joining date is confirmed at 30 Dec 2022 as per the following terms and conditions.

- You are entitled to a CTC of 16,000 per month payable as per Annexure A.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of marks sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining. We look forward to a mutually rewarding professional relationship with you.

For Carigar & Associates

Sri Bhavani Metals Pvt Ltd

Dear S. Chandrahass Joshi,

I am very pleased to inform you that you have been appointed for the position of Production supervisor trainee effective from September 4, 2022.

The terms and conditions regarding your appointment as the company's our employee are enclosed. If you are willing to accept the conditions mentioned, as well as the job offer.

We look forward to workingwith you soon.

Note : Candidate should be reporting on the above mentioned date with a photo copy of certificates, Aadhar Card and PAN Card as it is mandated for the joining report.

Manager

SRI BHAVANI METALS PVT LTD.
Plot No. 54 & 55, Phase III, I.D.A., Jeedimetla, Hyderabad 500055, Andhra Pradesh, India
Tel: 91-40-23091212 Fax: 91-40-23097299 , CIN: U27109TG1985PTC005776

KALYANI

KALYANI TECHNOFORGE

Dear Vaka Surya Ravi Teja

Our hiring team was positively excited to meet and get to know you over the past few days. It is my pleasure to offer you a position of **Kalyani Technoforge** in the role of **Supervisor Assembly operations**. You will be reporting to the Section belonging in the **Assembling** department.

Your starting date is the

We will be offering you the following compensation and benefits:

- Annual gross salary of Rs 1,44,000/-
- Eligibility for any additional employee benefits that the company may provide in the future

This offer is valid until the **25 December 2022**.To accept the offer, Simply **hit** reply on the email that contained this offer letter **and** confirms that you agree with the proposed terms. We are looking forward to having in our team and to seeing you achieve great things at **Kalyani Technoforge**.

19th September 2022
Vuji Dharmendra Sai Kumar
D. no. 10/44-120, Brahmapuram,
Pedana,
Krishna Dist- 521336

Dear Vuji Dharmendra Sai Kumar

We are happy to extend the following employment offer to you.

Position: Technical Assistant

Date of Joining: 15 days after receiving of the order.

Salary: Rs 18,600

This employment offer is forwarded as per the information provided by the candidate during interview. The candidate is hereby instructed to submit the original copies of documents along with a set of scanned copies for the purpose of verification.

There is no agreement process between the employee and the company regarding the duration of work from date of joining. Candidate can be terminated or relieve from his/ her duties with proper intimation atleast before 30 working days.

Sincerely,

NISHANT MOULDING PVT.LTD

V-Xpress. Survey No.159, Shed 2,3,4, Srikanth Reddy Estate, Kompally, Hyderabad, Telangana 500014

TATA

Offer: Computer Consultancy
Ref: TCSL/CT2021314844/Hyderabad
Date: 16/10/2021

Mr. Azaruddin Shaik
4-183 2nd Main Road,
Bc Colony,
Vijayawada-521131,
Andhra Pradesh,
Tel# 91-9490658998

Dear Azaruddin Shaik,

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 **₹3,36,873/-** 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
[illegible]

YAMAHA

Dt. 17.12.2021

The following list of students provisionally got selected for the post of "Engineer Trainee" in the ON Campus Recruitment Drive held at Seshadri Rao Gudlavalleru Engineering College, Gudlavalleru on 17th December 2021. These students will be onboarded during July to October 2022.

S.No.	Roll No.	Name of the student	Branch	Contact No.
1	18481A0200	AVISANA PRAVALLIKA	EEE	[illegible]
2	18481A0225	DOKKU VARA LAKSHMI	EEE	[illegible]
3	18481A0234	KALAPALA SIVA JYOTSNA	EEE	[illegible]
4	18481A0247	KORLAPATI GAYATHRI DEVI	EEE	[illegible]
5	18481A0255	MORRALAKATHI POORNIMA	EEE	[illegible]
6	18481A0260	TURLAPATI SESHASAI SRILEKHA	EEE	[illegible]
7	18481A0262	UNNAM SRAVYA	EEE	[illegible]
8	18481A0294	VANAMALA GAYATHRI	EEE	[illegible]
9	18481A0302	BATTIPATI NIKITHA	ME	[illegible]
10	18481A0415	BHATRAJU MUKUNDAPRIYA	ECE	[illegible]
11	18481A0420	BOPPUDI BHAVYA	ECE	[illegible]
12	18481A0425	CHEBATTINA MANASA	ECE	[illegible]
13	18481A0441	CHONAGUDI MAMATHA	ECE	[illegible]
14	18481A0462	GODAVARTHI ASHA	ECE	[illegible]
15	18481A0493	KANUMURI CHANDRA KALA	ECE	[illegible]
16	18481A0496	KURRALA MEGHANA	ECE	[illegible]
17	18481A0423	MODUGUMUDI ARUNA	ECE	[illegible]
18	18481A0445	SANIPALLI RENUSRI	ECE	[illegible]
19	18481A0435	SHAIK SRAVANI	ECE	[illegible]
20	18481A0468	THOKALA PRIYANKA	ECE	[illegible]
21	18481A0447	YAKKATI JAYA SRI	ECE	[illegible]
22	18481A0451	YARRAMSETTY NAGA LAKSHMI	ECE	[illegible]
23	19485A0218	MODUGUMUDI HARIKA	EEE	[illegible]
24	[illegible]	[illegible]	ME	[illegible]
25	[illegible]	[illegible]	ME	[illegible]
26	19485A0401	ADUSUMILLI JYOTHIRMAI	ECE	[illegible]
27	19485A0404	GUDAVALLI MADHU LATHA	ECE	[illegible]
28	19485A0409	KONALA VANITHA	ECE	[illegible]
29	19485A0408	MUDDAM ANANYA	ECE	[illegible]
30	19485A0410	N L N VENKATA SUSMITHA	ECE	[illegible]

For YAMAHA MOTORS ELECTRONICS (INDIA) PVT LTD.

[V. SAMPATH KUMAR]
DGM - HR

YAMAHA MOTOR ELECTRONICS INDIA PVT LTD.
[illegible] Industrial Park, Vallam Kalagal Village, Sri Perumbudur Taluk, Kanchipuram District - 602 105, Tamil Nadu, India
Tel No: +91 44 22250102 www.yamaha-motor-elec.co.in CIN Number [illegible]

A-1

Cognizant

18-401

15-Jan-2022

Abdul Javeed
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Abdul Javeed,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 5 to 8 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Through Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays at the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

A-2

(1)

Vistex Asia-Pacific Pvt. Ltd.

(Formerly Vistex (India) Pvt. Ltd.)

Now it all **adds up**™

HYDERABAD 3rd Floor, DDR Corporate Center, 1-80/8/C/4/A, Patrika Nagar, Plot No. 1 & 2, Madhapur, Hyderabad 500081
Telephone: 040-22114411/13 www.vistex.com

HYDSDCH2022031
Jan 13, 2022

13-402

Addanki Keerthi Vardhan
Hyderabad

Offer Letter

Dear **Mr.Addanki Keerthi Vardhan,**

This letter is to offer you an employment as a **Associate Functional Consultant and Internship Training** with Vistex Asia-Pacific Private Ltd. This position will be based at Vistex Asia-Pacific Private Ltd., Hyderabad.

Your compensation will be a monthly stipend **of INR. 12,000** during the Internship training Period. On successful completion of training and final evaluation process, you will be confirmed your regular employment and entitled for a salary of **INR. 4,50,000** (Four Lakhs and Fifty Thousand Rupees) per Annum.

From the start of the regular employment, you are expected to serve for a minimum period of three years' service with Vistex Asia Pacific Pvt. Ltd. and must sign a contract for the same at the time of joining.

We expect you to report to work **on February 07,2022 for the internship training.**

Training Days & hours during training period: 5 days a week Mon-Friday, 8 working hours per day. Any kind of leave need to be pre-approved, consecutive 2 or more days absence without proper approval from the training may lead to termination of this offer at the discretion of the Company.

You agree and acknowledge that:

1. This letter, represents the entire understanding between you and the Company; and
2. No verbal or written terms, promises or representations that are not specifically stated in this offer, any/ will be not binding upon the Company; and
3. You will not dispute anything in future over this offer of Internship with the Company once accepted freely; and
4. You authorized the Company to have background verification done by any third party.
5. The company has never asked you to pay any amount for the internship.
6. The Company has never demanded any original certificates to be retained with the Company during the internship training.
7. You will be monitored continuously during the training program and will be exposed on all facets of development, testing and business analyst skills.
8. You need to qualify and clear the weekly/Biweekly evaluation methodology adopted by your trainers/mentors.

Vistex Asia-Pacific Pvt. Ltd.
(Formerly Vistex-India) Pvt Ltd.
Now it all **adds up**™

HYDERABAD 3rd Floor, ISB Corporate Center, 1-98/B/C/A/A, Patrika Nagar, Plot No. 1 & 2, Madhapur, Hyderabad 500081
Telephone: 080-23114412/13 www.vistex.com

9. You should also abide by the business code of conduct, confidentiality, and other applicable policies similar to employees of the Company.
10. Employment as per this offer is subject to your being medically fit.
11. Any unlawful activities at the Company premises dealt with appropriate legal resource.

If you agree with the above terms and conditions, please indicate your acceptance by signing the second copy of this letter and return it to the team.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,

For Vistex Asia- Pacific Pvt Ltd.

Anu Gudala

Sr. Manager, Human Resources

14/1/2022

Capgemini

Capgemini Technology Services India Limited
[illegible]
[illegible]
[illegible]
Tel: [illegible] | Fax: [illegible]
www.capgemini.com/in

Superset ID: 1343312

Letter of Intent ("LOI")

Dear Durga Akunapu,

With reference to your interviews conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation (package) and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, embodiments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career in Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognised certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1343312**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1343312**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1343312**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and thus not bear a signature.

ANNEXURE 1

Durga Akasapu
Analyst and Ad

Your all inclusive annual target compensation (on a cost to company basis) will be **INR 4,50,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Durga Akasapu

This is a system generated electronic and does not need a signature

Image Office: Phase Hegmondi Road, Office No. 14, Raja Sarkar Chowk, Kalli, Hegmondi Phase III, 8007 SEZ, Infocyp Kon, Tarabai Mokoto, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 3000 | Fax: +91 20 6699 3030 | www.capgemini.com

APPOINTMENT LETTER

January 27, 2022

Dear Chandu Alum,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy notified from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including remuneration, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay : The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full (below) from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal (4. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move the existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality

a. In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This consent shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the preconditions that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or endorse remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue to full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

and ISO's in pricing indication.
v. This form any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall on providing you extensive training through learning interventions from the time of your selection to onboarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company showing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you monthly salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. [illegible] (Rupees Seventy Five Thousand only) in the manner defined in the training Agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay in recovery salary in lieu of notice period. Further, the Company may at its discretion relieve you from such duties as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**

Aparna Shailesh
General Manager – Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of interest' policy and I declare that there is no 'Conflict of interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyviewinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company, and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a market value of invoice of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE 3

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Chandu Aduri, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

A. validating my Curriculum Vitae and retaining records on the same for any future reference/verification.

B. processing my job application including background verification checks.

C. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE 04

SALARY OFFER SHEET

Name: Chandu Aduri

Position: Project Engineer **Career Group: TRB - 8**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,870
HRA	5,836
Bonus	2,334
Wipro Benefits Plan (WBP)	4,949
Total Fixed Cash	**24,589**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,168**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,438
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	3,50,000

*National sum indicating contribution of 5.81 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler.
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 6 months gross towards housing deposits at illness, death in immediate family or self-marriage.
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 20pc per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000 - 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for your performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organisation before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year, in the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential.

ANNEXURE – II

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary slips which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Trainee Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary slips.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary slips, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myhrpoc>my Policies>Common Policies Across Countries>my Financials>Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wiyo Benefit Plan (WBP):

Wiyo Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wiyo will grant a Gross Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wiyo. For details on Income Tax

exemption please refer to modified on joining. The maximum LTA that can be considered for IT exemption is Rs 30,000.

2. **Telephone/Mobile Phone Allowance:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband (modem/ nuer modem/ USPED etc) for Internet usage plans are eligible for IT exception up to Rs. 18,000 per annum under 10BP as per prescribed limit in this policy. No reimbursements in respect of rentals or other charges on ante-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under 10BP.

4. **Education Allowance:**

An amount of Rs.100 (additional 100 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under 10BP.

5. **New Pension System:**

You can contribute between 0% up to 10% of your Basic towards NPS and declare it under 10BP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** Where basic is higher than INR 15,000: 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000: Minimum of 12% of (Basic + DBP + Additional (Where applicable) or INR 1800 p/m

b. Notional sum indicating contribution of 8.33 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training in-classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1100 per day for 8 days (total amount of Rs.8,800) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Members. For details you can refer the policy at myVijayam My Policies >> Indus-Ally Transfer/Transfer Policy-Team Members.

d. Contract joiners would not be eligible for accommodation at the Vijaya guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance Program (MAP)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This benefit will be provided based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slip is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myVijaya which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and changes as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit: up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B2 with basic of Rs. 16,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % basis on number and age of surviving members.

i.e. 16,000 x 20 x 2.2%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a kind specific predefined pension Accrual rate.

Loans

Interest Free Loan: An interest free loan of Rs. 30,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 12 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 50,000 will be liable to tax on the medical interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPA) Program: Rs. 12,00,000 Through GPA) you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per ELI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on pinnacle. Access through My Wipro -> My Policies -> Index > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date. This is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slips of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > Intra -> My Financials > Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data /My Financials > Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☐ Accept ☐ Decline

☑ **Signature** Dhanraju Alluri 27/7/2022 9:17 PM

(checking the checkbox above is equivalent to a handwritten signature)

Responsible Office:

Wipro Limited	T: +91 [illegible]
Corporate Address	T: +91 [illegible]
Contact Email	E: [illegible]
Recipient Web Site	W: [illegible]

any Company policy and which will be marked to you in advance.
d. Your office timings shall be monitored by the Company through attendance systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, induce or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily compensated all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be entrusted with the Company.

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorised Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you or paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period and/or adjust the vacation accumulated towards part of the notice period.

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

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

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual consultation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto) are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to keep the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

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

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Angalaiah Pujitha

Sign: A. Pujitha
Date: 09/06/2022

Cognizant

18-405

15-Jan-2022

Angadala Pujitha
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Angadala Pujitha,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill hubs.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

Internship and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Dreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

Letter of Intent (LOI)

Superset ID: 1387454

November 02, 2021

Dear Angadala Pujitha,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,588/-**. This includes an annual incentive target of **INR 22,900/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://cgmaya2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

A6

Cognizant

15-406

(2)

18-Jan-2022

Appana Durga Praneetha
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Appana Durga Praneetha,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

Internet and leisure travel will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain utmost confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting.
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: A Durga Prasanna **Date:** 9/5/2023

zensar

Ref: [illegible]

Dated: January 6, 2022

To
Investigable Charter

Sub: Offer of Employment

Dear Mr. Investigable Charter

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartfelt congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your Annual Compensation is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An [illegible] Company

[illegible]	[illegible]	[illegible]

zensar

Please note, this job offer will be contingent upon results of your final pre-examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 15 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Nadhani
Vice President – Human Resources

Enc Annexure – A (Salary Structure)

Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

[illegible]

zensar

Annexure – A

Name: Anangadda Chavan
Designation: Jr. Software Engineer
Grade: [illegible]

Component	Annual Gross (INR)	
Basic	[illegible]	Basic salary component
Customized Allowance Fund*	[illegible]	This is used towards HRA / ELA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	[illegible]	Paid out as per the Payment of Bonus Act if Basic is less than [illegible]
Total	[illegible]	
Company's contribution to PF	[illegible]	12% of Basic
Gratuity	[illegible]	As per Gratuity Act
Gross Compensation	[illegible]	
Group Personal Accident Insurance	[illegible]	Sum insured is Rs. [illegible] - Please refer to policy
Group Health Insurance Scheme	[illegible]	Up to four family members to wider of Insurance. Spouse, 2 Dependent Children below age 25, are covered up to a limit of Rs. [illegible] - P.A.
Term Life Insurance	[illegible]	Sum insured is Rs. [illegible] - Please refer to policy
Total Cost to Company	[illegible]	

[illegible]

zensar

Annexure B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund.
All associates only have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service. Gratuity will be calculated @ 15 days (min) salary for the number of years completed.
- More than 10 years and less than 14 years of service. Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service. Gratuity will be calculated @ 1½ month's basic salary for the number of years completed, subject to maximum of 20 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

The associate becomes a member of the Provident Fund Trust administered by the company from the date of his joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC). Fund towards the contribution for pension administered by RPFC.

An [illegible] Company

[illegible]	[illegible]	[illegible]

zensar

- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum of 10% & maximum of 22% of Basic salary by way of deduction through payroll.

3. Other Benefits

- **Hospitalization**
  You and your spouse will be eligible in need of the medical insurance cover.
- **Leave**
  You will be eligible in 20 days of total leave during a year. This will include 15 days of privilege leave and 10 days of fixed leave. Fixed leave can be availed as critical leave, and leave and paternity leave reasons. The

[illegible]

[illegible]

[illegible]

4. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

5. Notice Period

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

As [illegible] Company

[illegible]	[illegible]	[illegible]
[illegible]		
[illegible]		

[illegible]

zensar

- In case you leave the services of Zensar within 1 year of your joining the Organization, and in any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay financial and joining bonus, if any.

6. Garden Leave: In a situation wherein continuation of your services for the specified notice period whether in part or in full are not considered deterrential to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may release you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 below.

Garden Leave shall mean "an arrangement where an employee is not required to attend the duties and responsibilities of the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities."

7. Employee request for immediate release: In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion release you with immediate effect.

8. Notice Pay: (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion:

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- release you immediately at or any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

As [illegible] Company

[illegible]	[illegible]	[illegible]
[illegible]		
[illegible]		

[illegible]

[illegible]

zensar

(b) In the event you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company in line with the Company policy on notice pay, for the unserved notice period, subject to applicable laws and Company's discretion in this regard. The Company may deduct such amount from the paychecks that shall be payable to you as full and final settlement on your dues. The date of your release, in such event, shall be decided by your immediate manager / head of department / business head, as the case may be.
The Company will not be liable for any additional severance obligations under any of the above scenarios.

8. Your release from the Company's services shall be subject to satisfactory handover of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form. Power cards may be made, whether on paper, tape, computer disc, cloud storage/based facility or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, provide that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the Company, the company shall have the right to terminate your services at its own discretion.

11. Group Insurance

- From the month following your joining, Company will provide you coverage under the Group Mediclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependents (Dependent Spouse, Dependent Children) information to include them in the company Mediclaim insurance policy.

An **RPSG** Company

[illegible]

zensar

12. Confidentiality
You agree at all times during the term of your employment and thereafter (without limit or time):

- Hold Confidential Information in strictest confidence and not to use or attempt to use the same, except for the benefit of the Company; and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company.
- You agree to return to Zensar all proprietary information, including copies of paper, hard drives, disc, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to research, business plans, products, product improvements, processes and process documents, services, projects, employees, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers including, but not limited to, customers of the Company with which you become acquainted, markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, developments, the idea and description of any patents or patent applications filed by the Company in any country or jurisdiction

until the same is generally available to the public, and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, rates data and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by attempt or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment, would not have been accessible for you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company or which is generally known outside the Company.

An **WIPRO** Company

zensar

- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use (infringe) a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

13. Non Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary or caused by the breach of this Agreement by either party), either than on behalf of the Company, you will not either directly or indirectly:
-
- Solicit, induce, take away, hire, or recruit, entice or attempt to entice any associate of the Company or the business of any client, customer, potential client, prospective customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's clients where you endeavor employed by the Company.
- You agree the foregoing restrictions are reasonable such as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.

An **WIPRO** Company

zensar

14. Intellectual Property

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development or and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any inventions, designs, discovery or improvement, computer programs, documentation, confidential information, copyright work or other material which you compose, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.

- You agree, at the Company's expense, in private, during and after this employment, all such assistance as the Company reasonably considers necessary to secure the vesting of such rights in the Company or Terms of Employment.

- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered arising out of infringement of any patent, trademark, client, design or application, including software programs and applications by reason of your acts, actions, activities not authorised by the Company in acts, actions, activities undertaken by you against Company's policies, guidelines, instructions.

Retirement:

- You will retire superannuated from the company on reaching the age of 65 years.

- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three months prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- For avoidance caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your resignation/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.

On [illegible] Company

[illegible]

zensar

- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:

  - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

  - You are guilty of any misconduct whether or not in the performance of your duties including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, and/or conduct and acts which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company or a breach, any breach of any of your duties or obligations under this agreement or the policies of the Company.

  - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction:
Even though the company may assign you overseas for on-site work in any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusive jurisdiction.

10. Indemnification

- You agree to indemnify the Company for all fees, damages, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.

14. Other Terms and conditions

- You agree not to undertake employment, whether full-time or part-time, of any other organization / entity engaged in any form of business activity without the consent of Zensar. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the Company.
- This offer is purely based on the information / documents provided by you and by accepting the offer you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service. You agree to abide by all the policies of the Company in force from time to time.

15. SMS Notification

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before, during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on pending another subsequent processes and developments.

16. Discretion's Access:

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in action that may have violated any of the conditions mentioned herein, Company's policies, processes, WPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.

- During the period of suspension, Company may ask you not to report to work personally or remotely and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.
- Upon completion of investigation, if the company concludes that you have not committed any such misconduct or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, WPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit.

including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

An [illegible] Company

[illegible]	[illegible]	[illegible]

zensar

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

Name in Full

Signature

Address

Phone

E-mail ID

Date

Place

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.

An RPG Company

[illegible]

zensar

Notebook LC

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each:

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport if available
8. Bank Account Number and details

You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service.

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

Please & Confidential

An RPG Company

[illegible]

A8

18-409

TCS Joining Letter

Entrevegate

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com> Wed, 23 Apr, 2022 at 11:01 pm
Reply to: recruitment.entrylevel@tcs.com
To: rajyalakshmi4[illegible]@gmail.com

Dear Rajyalakshmi Bandaru
Ref: TCSL Offer of Employment
Welcome to TCS-Asia's largest IT services, business solutions and outsourcing organisation.
To equip you with an enriching career in the IT industry we have planned your Initial Learning Program (ILP) from 19TH MAY 2022 at Hyderabad.
Address of ILP Centre:
TATA CONSULTANCY SERVICES, SYNERGY PARK – CMC NON SEZ CENTRE,
Old Mumbai Highway(Sachibowli, Hyderabad), Telangana.
Land mark: Opposite to ILP building
Hyderabad 500019,Telangana
Contact Person: Mr. Ramakanth Kolla
Tel No.: +94[illegible]
You can download your joining letter, annexure and other relevant documents from NextStep - TCS Campus Portal (Log on https://nextstep.tcs.com). Please use your CT Ref ID and password to access this site.
You can access the following link to complete the joining formalities.
https://nextstep.tcs.com >> ILP CORNER

In addition to the above details, you also need to complete the below activities before your joining date:

1. Initiate BGC
2. Fill in Background Check form (BGC) form
3. Upload and confirm necessary BGC documents
4. Fill in the Nomination Forms

You can access the following link to initiate and complete the BGC formalities.
https://nextstep.tcs.com >> ILP CORNER >> Joining Letter

We look forward to having you on board Team TCS!
In case of any queries or clarifications you can contact us at [illegible] or 1800-673-3559 (toll free).

Warm Regards,
TCS Experience
Talent Development

*****---*****---*****
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you.

Kaptius

WORK SMART WORK KAPTIUS

BANDARUPALLI NITHIN SAI KUMAR

Platform Developer

KAPIN20216

15-410

Kaptiss India Private Limited
Plot No. 94/P, Pankaja Nagar, Rallaguda,
Shamshabad, Telangana, India- 501 218

Payslip for the month of August 2022

Employee's Name	:	Nithin Sai Bandarupalli	PAN	:	FVGPB2780M
Designation	:	Platform Developer	Mail id	:	
Department	:	Centre Of Excellence	No. of working days	:	31
Employee No.	:	KAPIN20258	Loss of pay	:	-
Gross salary per month	:	39,517			

Earnings	(in Rs.)	Deductions	(in Rs.)
Basic salary	14,585	Professional Tax	200
Lower travel allowance	2,190	Tax deduction at source	-
House rent allowance	8,167	EPF Contribution	1,750
Medical allowance	1,250		
Conveyance allowance	1,600		
Other allowance	12,129		
Total earnings	**39,517**	**Total deductions**	**1,950**
Reimbursements		**Net pay**	**37,567**

Net salary (in words): Thirty Seven Thousand Nine Hundred Sixty Seven

18-410

Docusign Envelope ID: [illegible]

Kaptius

Kaptius Technologies India Pvt Ltd
105, Workafella – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

Nithin Sai Bandarupalli
C/O B Srinivasa Rao
13-180
Back Side Rumilla Biriyani opp Chinna Mazeed
Kanchikacharla
Krishna Andhra Pradesh – 121180
7801061237

29 June 2022

Dear Nithin

With reference to our recent discussions, we are delighted to offer you the role of Platform Developer with Kaptius, on successful completion of your internship.

We enclose your formal offer letter and contract of employment below, detailing the role and what will be expected from you as an employee of Kaptius.

Please read these thoroughly and let us know if you have any questions.

We are very excited to be working with you on a permanent basis.

Kind regards

Bradley Turner

Bradley Turner

Director

Kaptius Technologies India Pvt Ltd
105, Wonkafofa – Cyber Crown Sec-6, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

Offer Letter (Private and Confidential)

Dear Nithin

Pursuant to our discussions, we are pleased to offer you the following employment opportunity, on an initial six month probationary period, with Kaptius Technologies India Pvt Ltd, starting on 1 July 2022 (or such other date that may be communicated to you by the company), as per the details given below:

Date of Joining: 1 July 2022

Annual Remuneration: 500,000 (Five hundred thousand) Indian Rupees per annum

Position: Platform Developer

Role Basis: Permanent

Proof of ID: Pan Card FTGPB2788M

Your all-inclusive annual remuneration (on a cost to company basis), will comprise your salary, applicable statutory benefits and or any incentives as applicable to you. Your remuneration will be paid to you on a monthly basis, in arrears and will be paid after the deduction of any statutory taxes due.

DocuSign Envelope ID: [illegible]

Kaptius Technologies India Pvt Ltd
10th, Mindspace – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

Notes:

1. The payroll processing will be as per Company policy notified from time to time.

2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.

3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.

5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

6. All statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

7. This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non-taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

8. The following elements are included in the compensation package stated above:

   (i) Gratuity: Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above mentioned compensation.

(ii) ESIC: In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above- mentioned compensation.

9. All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

10. Annual Leave/Public Holidays: You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

11. If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

12. Probationary Period:

(i) You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

(ii) At any time during your probation period the Company may confirm your employment by way of a written communication if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

13. Your employment with the Company will be subject to the following pre-conditions:

(i) You will submit relevant documents as mandated by the Company;
(ii) You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
(iii) You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
(iv) You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
(v) You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
(vi) You provide two satisfactory references, one being from your most recent employer (prior to joining Kaptius Technologies India Pvt Ltd).

Kaptius Technologies India Pvt Ltd
205, Wonkafella – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

(vii) Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared and you represent that you have not been involved in any fraud, unethical and /or immoral acts or departmental inquiry in your previous employment(s) and/ or been part of any pending investigation, (whether judicial, quasi judicial or otherwise), which you have not disclosed to the company prior to you joining.

14. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab initio.

15. You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

16. At Kaptius Technologies India Pvt Ltd, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Kaptius Technologies India Pvt Ltd values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

17. As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless:

(i) you confirm your acceptance of it and return a copy to us within the prescribed time and
(ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Kaptius Technologies India Pvt Ltd

Envelope ID:
Bradley Tanner
Director

Kaptius Technologies India Pvt Ltd
105, Workafello - Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Kaptius Technologies India Pvt Ltd.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Nithin Sai Bandarupalli

Name: Nithin Sai Bandarupalli

Date: 6/10/2023

Kaptius Technologies India Pvt Ltd
105, Rockefelle – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

Terms & Conditions of Employment with Kaptius Technologies Pvt Ltd

1. **CURRENT WORK LOCATION:**

1.1. Kaptius Technologies Pvt Ltd ("**Kaptius Technologies India Pvt Ltd**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall see to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2. Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

(i) one location to another; or
(ii) one team/department/account/function/Business Unit to another; or
(iii) one project/job to another; or
(iv) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3. Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. **DUTIES AND RESPONSIBILITIES:**

2.1. You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

DocuSign Envelope ID: [illegible]

Kaptius Technologies India Pvt Ltd
10th, Wonkadella – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

(i) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervision while performing your duties or otherwise, to terminate their employment relationship with the Company;

(ii) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

(iii) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

(iv) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on

behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary actions against you, including right to terminate your employment without notice.

5.4 Kaptlus Technologies India Pvt Ltd prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

Kaplius Technologies India Pvt Ltd
10th, Mantasheila – Cyber Towers Sec-II, Village,
Hi/Gh Techno Enclave,
HITEC City, Hyderabad,
500081, India

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Kaplius Technologies India Pvt Ltd entities other than the salary and benefits specified in this Employment Letter and/or the salary and benefits that may be determined by Kaplius Technologies India Pvt Ltd and communicated to you in writing.

5.10 Unless specifically authorised by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorised by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (whenever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the company, offer, give, or

Kaptius Technologies India Pvt Ltd
109, Worldwide – Cyber Crown Sec-II, Village,
HiTEC Technol Enclave,
HITEC City, Hyderabad,
500081, India

offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other undue advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

(i) you are legally permitted to reside and be employed in India;
(ii) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
(iii) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
(iv) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
(v) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
(vi) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
(vii) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6 CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. **"Confidential Information"** shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as

confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential information, and to prevent it from any unauthorised use.

6.4 You agree and confirm that, you will, at all times:

(i) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;

(ii) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;

(iii) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;

(iv) prevent the unauthorised use, dissemination or publication of such Confidential Information;

(v) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;

(vi) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);

(vii) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

(viii) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

(ix) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or

any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

(i) was in your possession before receiving the same from the Company pursuant to this Letter;
(ii) is or becomes a matter of public knowledge through no fault of yours; or
(iii) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7 INTELLECTUAL PROPERTY:

7.1 **"Intellectual Property Rights"** shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark

Kaptius Technologies India Pvt Ltd
[illegible], Workafella – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulas, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party assorts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

7.4 relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;

(i) results from tasks assigned to you by the Company; or
(ii) results from the use of premises or personal property (whether tangible or intangible) leased, eased or contracted for by the Company or its affiliate,

(iii) such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.5 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights)you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and to assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You

Kaptius Technologies India Pvt Ltd
105, Workafella – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.6 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.7 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively "**Moral Rights**"). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty free license to use, modify and market the Developments, without identifying you or seeking your consent.

7.8 If you are not employed with the Company at the time when the company requests your assistance in connection with the foregoing, the company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.9 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.10 Notwithstanding the foregoing, you will also be bound by Kaptius Technologies India Pvt Ltd's policy with respect to Intellectual Property.

8 CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During you employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets, as required and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9 RETIREMENT/TERMINATION:

9.1 Retirement

9.1.1 You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

9.2 Notice Period/Termination

9.2.1 During the probation period, your employment with the Company may be terminated

Kaptius Technologies India Pvt Ltd
10th, Wombatlelia – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

(i) by you, upon giving the Company one month's written notice or at the Company's discretion, payment of gross salary in lieu of notice or

(ii) by the Company, upon giving you one month's written notice or payment of gross salary in lieu thereof.

9.2.2 Upon confirmation, your employment with the Company may be terminated

(i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or

(ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

9.2.3 Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

9.2.4 Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of

(i) fraudulent, dishonest or undisciplined conduct by you;

(ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property;

(iii) your insubordination or failure to comply with the directions given to you by persons so authorised;

(iv) your insolvency or conviction for any offence involving moral turpitude;

(v) your breach of any terms or conditions of this letter or the Company's policies or other documents or directions of the Company;

(vi) you going on or abetting a strike in contravention of any law for the time being in force;

(vii) you conducting yourself in a manner which is regarded by the company as prejudicial to its own interests or to the interests of its clients or

(viii) misconduct by you as provided under the labour laws and/or in the Company policies.

9.2.5 In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorised officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

9.2.6 In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such

abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

9.2.7 Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10 LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

Kaplius Technologies India Pvt Ltd
[illegible], Workafella – Cyber Crown Sec-6, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

11 MISCELLANEOUS:

11.1 Notice

All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the aforementioned ways.

11.2 Severability

The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity

You shall not use the name and/or trademark/logo of Kaplius Technologies India Pvt Ltd, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share / disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Kaplius Technologies India Pvt Ltd group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interests/reputation.

11.4 Non-Disparagement:

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver:

No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement

Kaptius Technologies India Pvt Ltd
125, Workafella – Cyber Crown Sec A, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

of these rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration:

This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival:

Clauses 5.1, 5.13, 6, 7, 9.2.2, 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law:

The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Kaptius Technologies India Pvt Ltd. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief:

You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

DocuSign Envelope ID: [illegible]

Kaptius Technologies India Pvt Ltd
105, Workafella – Cyber Crown Sec-II, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, [illegible] residing at [illegible] do hereby provide my express consent to my employer, Kaptius Technologies India Pvt Ltd, having its registered office at Plot 94, Prakash Nagar, Rajbagula, Shamshabad, Ranga Reddy - 501218 (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

(i) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment;
(ii) payroll processing agencies for processing my payroll (including reimbursement claims);
(iii) law enforcement agencies;
(iv) to comply with a judicial/quasi judicial order;
(v) auditor (including internal auditors, statutory auditors or Kaptius Technologies India Pvt Ltd's clients or their auditor) for the purpose of audit;
(vi) insurance companies for the purpose of group insurance, personal accident insurance etc.
(vii) service providers providing services for biometric access to office premises for monitoring attendance.
(viii) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

(i) affiliates of the Company for administrative purposes and/or audit;
(ii) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

Kaptius Technologies India Pvt Ltd
105, Wankafella – Cyber Crown Sec A, Village,
HUDA Techno Enclave,
HITEC City, Hyderabad,
500081, India

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in the Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name: Mithila Sai Bandyopadhyay

Signature: Mithila Sai Bandyopadhyay

Date: 6/18/2023

Offer Letter (Internship & Intent of Placement)

Date 16-11-2021

Mr. Nithin Sai Kumar Bandarupalli,
#9-16A/18, Satpeta Road, JBS Residency-208, Perarki,
Krishna, Peramaturu, Andhra Pradesh – 521137,
Email Id: nithinsai2910@gmail.com

18-410

Dear Nithin Sai Kumar,

We are pleased to offer you an internship at our company in our Hyderabad, India office. Your internship shall commence on 03-01-2022 and shall end on 01-07-2022 ("Term") (Subject to be changed).

The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
2. You are eligible for a stipend of INR 10,000.00 per month during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
3. Your working days will be from Monday to Friday. Please be sure to send required documents with you on your first day to complete your profile.
4. You can avail not more than 2 leaves in a month throughout the Term. Additional leaves will be considered as loss of pay.
5. You will sign a confidentiality agreement with the company before you commence your internship.
6. The internship cannot be construed as an employment or an offer of employment with Kaptius.
7. You should undergo two months of rigorous training by ServiceNow and a one-month internal training by Kaptius, later you will be working under supervision of Kaptius for 3 months on a project.
8. You should complete two certification exams – **ServiceNow Certified System Administrator (CSA)** and **ServiceNow Certified Application Developer (CAD)**, within the 3 months of your internship period after completion of training by ServiceNow and Kaptius.
9. A one-time certification fee will be sponsored by Kaptius; however, one should bear the examination fee for further attempts if failed to clear the exam in the first attempt.
10. You will be offered full time employment with a pay package of INR 5,00,000 (5 Lakhs) per annum based on your performance during the last 2 months of your internship and satisfying the condition 8.
11. Our investment in your training is based on your long-term relationship with the Kaptius and therefore, if you were to leave the company within 6 months of your internship, you would be required to reimburse the company in full for the cost of the training and certification fee of INR. 1,50,000.
12. If you were to leave the company within 2 years of completing your internship, you would be required to reimburse the company in full for the cost of the training, certification, man power investment fee of INR. 2,50,000.
13. You should not disclose any confidential information with the people outside the Kaptius, failing which Kaptius reserved rights to terminate your employment.

14. You have to work in the office premises based on requirement during the Term, and you are required to carry your own device while internship.

Please confirm your acceptance of the terms of this offer by 20-11-2021 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,

Bradley Turner

Bradley Turner

Accepted by,

[redacted]

Within 1st Water Bandarupa!!!

A10

B- Naga Lakshmi Prasanna
18148(A0411)

11

Gmail

Lakshmiprasanna Bandireddy <lakshmiprasanna.bandireddy123@gmail.com>

Mphasis_Letter of Intent!

Mphasis - Campus Hiring <campushiring@mphasis.com> Thu, 28 Oct 2021, 5:32 PM
To: lakshmiprasanna.bandireddy123@gmail.com <lakshmiprasanna.bandireddy123@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2190

Dear Naga Lakshmi Prasanna Bandreddi,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

A11

Cognizant

18-412

12

19-Jan-2022

Bathula Roopa Sree Chowdary
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Bathula Roopa Sree Chowdary,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, EMS interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for provisioning stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

(A12)

18481/10413

Gmail

Zensar - Offer Letter

[illegible]

[illegible]

zensar

Ref: [illegible]

Dated: January [illegible]

To,
Rajaraman Hawarth

Sub: Offer of Employment

Dear Mr. Rajaraman Hawarth

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your Annual Compensation is attached herewith as in Annexure - A.

The terms and conditions of employment are in Annexure B.

You shall be required to work from any of the Zensar office location as it may be instructed by Zensar at the time of joining.

An [illegible] Company

[illegible]

zensar

Please note: this job offer will be contingent upon results of your first pass examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the tests. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance in writing via email within 15 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

https://mail.google.com/mail/u/0/?ik=[illegible] 1/8

zensar

[illegible]

1. GRATUITY

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund.
All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 4 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1½ month's basic salary for the number of years completed subject to maximum of 20 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of uninterrupted service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Over the associate's contribution, a 20% cluster is maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

An [illegible] Company

Cin: [illegible]	[illegible]	[illegible]
Tel: [illegible]		
[illegible]		

zensar

- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension Fund (RPFC) on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum of 12% & maximum of 20% of Basic salary by way of deduction through payroll.

3. Other Benefits

- **Hospitalization**
  This will your dependent will be eligible to avail of the medical insurance cover.
- **Leave**
  You will be eligible to 30 days of total leave during a year. This will include 14 days of privilege leaves and 12 days of fixed leaves. Plan leave can be availed as casual leave, sick leave and celebrity leave reasons. The details of the policy would be available to you when you join.

4. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

4. Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standard set by the company, the company shall have the right to terminate your services at its own discretion.

5. Group Insurance

- From the month following your joining, Company will provide you coverage under the Group Mediclaim Policy and Group Accident Insurance Policy, as allocated to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Mediclaim insurance policy.

zensar

6. Confidentiality

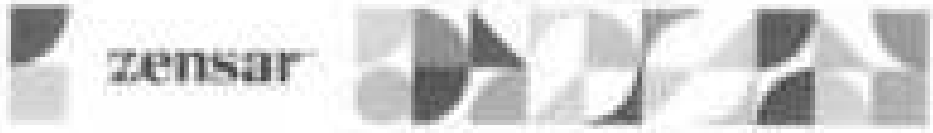
You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company; and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company.
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media upon completion or termination of any project or upon cessation of your employment.

- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to, research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you became acquainted), markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company, including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for the employment would not have been disclosed to you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

zensar

- You understand that retaining the confidential nature of Confidential Information is of critical importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.



- Notwithstanding anything that stated above, the Company shall also have the right to terminate your employment immediately without furnish to payment in lieu of notice if:
  - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
  - You are guilty of any misconduct whether on not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, any or criminal acts which in the opinion of the Company is likely to bring the Company into disrepute whether or not such act is directly related to the affairs of the Company, or if the commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
  - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction
Even though this company may depute you overseas for an role work in any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusive jurisdiction.

- **5. Indemnification**
  - You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company as caused by or related to your breach of any of the provisions contained in this Terms of Employment.

An WIPRO Company

CIN: L72200PN2000PLC015970	[illegible]	Zensar Technologies Limited Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagar Road, Pune 411014
Tel: +(91) (020) 66811 (Hno) (020) 66811 (Dir)		
www.zensar.com		

- **6. Other Terms and conditions**
  - You agree not to undertake employment, whether full time or part time of any other organization / entity engaged in any form of business activity without the consent of Zensar. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.
  - This offer is purely based on the information / documents provided by you and by accepting the offer, you telephonically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation if asked for during such verification without any protest or objection. However, if there is a discrepancy in the details of the documents / certificates given by you as a proof in support of the people, the company reserves the right to terminate the employment at any time during your service. You agree to abide by all the policies of the Company in force from time to time.

- **7. SMS Notification**
  - You agree that the Company can contact you via SMS notifications or any other telephonic media, before, during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

- **8. Disciplinary Action**
  - At any point of time, Company has reasonable prima facie justification to believe that you may have indulged in action that may have violated any of the conditions mentioned herein, Company's policy, processes, WIPRO Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation in to such acts, Company reserves the right to suspend you from its services pending investigation.

- Note: This document shows indicative details of all views. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Function.

A13

Cognizant

19-Jan-2022

Likith Sai Bethapudi
B.Tech Electronics & Communication Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Likith Sai Bethapudi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, lectures, SME interactions, mentor comments, more challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

Letter of Intent (LOI)

Supernet ID: 1448255

November 02, 2021

Dear Bethapudi Sai,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Supernet ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus.cognizant.cognizant.com/Pages/Protocols

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

A14

HEXAWARE

Letter of Intent

12-415

January 14, 2022
Pavan Bovara
Gudlavalleru Engineering College, Gudlavalleru

Dear Pavan Bovara,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Sirusari, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexaversity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [illegible] confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment India & APAC

HEXAWARE TECHNOLOGIES LTD.
Regd. Office: Ridgeline, 152, Millennium Business Park, Sector - II, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 7000
CIN: L72900MH1992PLC064862 URL: www.hexaware.com

M

ICT Academy - Hexaware Campus Connect Program Commencement reg;

1 message

Balamurali <balamurali@ictacademy.in>
To: Kokila M <kokila@ictacademy.in>

Wed, 23 Feb 2022 at 3:06 pm

Dear Students,

Greetings from ICT Academy !!

We are glad to be associated once more with your institution in yet another initiative of ICT Academy. We Congratulate you for accepting offer from Hexaware Technologies, the Training Program of ICT Academy Hexaware Campus Connect is to be launch from **24th February2022**. The course comprises of training on Technical Skills and Soft Skills.

We request you to login for the Training Program as per the following schedule and guidelines:

Program Start Date : 24.02.2022 (Wednesday)

Time : 09.30 am to 12.30 pm (Monday to Saturday)

Attendance for this training is very important for your certification and we would require each of the students to clock in 100% attendance.

Guidelines :

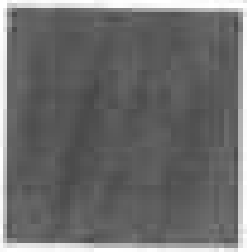
- Must have a good Internet connectivity with functional webcam and Microphone
  - PC/Laptop with Windows 7/8/11/10 64-bit, 4GB RAM, 150GB Hard Disk, i3 or above processor
  - **DO NOT USE MOBILE PHONE** to attend the training. Use Laptop or Desktop Computer only
  - We use **Cisco Webex** as the video conferencing tool.
  - **Use your Student ID as the username** while using Cisco Webex to attend the session so that we can identify it is you.
  - The link to attend online session will be sent ONE HOUR before the commencement of the session (on daily basis) to the Registered E-mail.
  - The entry to the meeting will be blocked after 15 minutes of commencement of the session, kindly ensure you login before 5 minutes to the start of the session.

- Unregistered or Anonymous participants will be expelled from attending the session
- Take up all the assessments and pull questions WITHOUT FAIL.

We thank you for the support extended in all our initiatives and looking forward to making this training a success. Find attached your student ID.

Kindly revert for further clarifications.

With Warm Regards,



N. Bala Murali

Manager - Project Implementation,

ICT ACADEMY | **An Initiative of Government of India, State Governmnent and Industry** | Module No : 11 - 01 | Block E - 6th Floor | **IIT Madras Research Park** |
Taramani | **Chennai - 600 113** | Tamil Nadu | India |

✆ P: 044 - 4290 6620 | ✆ 98402 04873 | www.ictacademy.in

The information in this email is confidential. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or deliver this message to anyone. In such case, you should destroy this message and notify the sender immediately. If you or your employer does not consent to e-mail messages of this kind, please advise the sender immediately. Opinions, advice and other information expressed in this message are not given or endorsed by employer unless otherwise indicated by an authorised representative independent of this message. Opinions, advice and other information contained in this email are subject to the terms and conditions expressed in the governing ICT Academy nondisclosure agreement or software license and services agreement.

Letter of Intent

Doc Ref. No.:QC20221735 Date of Issue: 12th JUNE 2022

Dear DEVANABOYINA YUVARAJU,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

A16

wipro

18481704419

APPOINTMENT LETTER

January 24, 2022

Dear Ravindra Bhatia,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 60 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

h. Leave, holidays and working hours as applicable to your stream and location of posting.

i. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

j. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

k. Leave Travel Assistance (LTA) as per the Company's policy.

l. Wipro Medical Assistance Scheme (WMS) provided you are not covered under the purview of the ESI Act.

m. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

n. Please refer to the detailed policies in the Company's intranet portal i.e. myportal.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently, and to the field of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics / Policies / as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time) in an advisory capacity or otherwise directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate the business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential information except as

may be imposed under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company irrespective of the circumstances of, or the reasons for, the cessation.

h. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and no-enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority to order from providing the services required under the employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be revoked or withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education;
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education;
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation;
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation;
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Tool Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize the opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

[illegible] except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, rent or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, exclusive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying, selling or dealing in the Company's Securities while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policy@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall seek, communicate, provide or allow access to UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I (Ravindra Bodda) confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records in the same for any future reference/verification

b. processing my job application including background verification checks

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that Personal Information" means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Ravindra Bodda

Position: Project Engineer **Career Group: TRB - 8**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,830
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,683**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,103**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,450
Target Cost to Company per month	**29,157**
Total Cost to Company per annum	**3,88,064**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of slabed of Rs. 50,000/- and 2 months gross towards housing deposits in illness, death in immediate family or self-marriage
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	20000
End of 18 months	25000 – 75000
End of Year 2	80,000 – 1,20,000
End of Year 3	2,50,000 – 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable.

   b. your employment has not been terminated for poor performance or for cause prior to retention date.

   c. you have not resigned voluntarily or abandoned your job as of the retention date.

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential.

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary slipts which would be paid out on a quarterly basis. It would be linked to the following parameters.

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Member, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary slipts.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary slipts, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro >myPolicies >Common Policies Across Countries >my Financials >Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules (on submission of rent receipts).

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Gross Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements.

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowance:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ hub/ router/ DPRS etc. for internet usage plans are eligible for IT exception up to Rs. 15,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs. 100 (additional 300 in case of child is hosted) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under 80BP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** Where basic is higher than INR 15,000: 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000: Minimum of 12% of (Basic + VDBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 8.33 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for namby-pamby allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be posted out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > My Policies > Index>My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assurance Program (MAP)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slip is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years to retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.75* x 60% = Rs. 9,450 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPA) Program: Rs. 12,00,000 Through GPA you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> Policy -> My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSP)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite.

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary towards the scheme selected by the member. In case 10% of basic exceeds Rs 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> Intra -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log into My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Ravindra Boddu 24/1/2022 6:26 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T +91 (80) 2844 0011
Doddakannelli	F +91 (80) 2844 0054
Sarjapur Road	E info@wipro.com
Bengaluru 560 035	W wipro.com
India	C L Corporate Identity Number

2264470 19

A12

B. Bhavya

1BY18IS0060

18

M

HCL | CTC offer upgrade - 6.25 LPA | Important Announcement

[illegible]

[illegible]

[illegible]

Congratulations Chetan

Dear Future HCLian,

Congratulations for your selection!

At HCL, we believe in democratizing human potential and our employees always are of their highest intent. Entrepreneurship is deeply embedded within our culture; where employees remain happy, motivated and committed.

We are glad to share the offer with modifications to your role:

- CTC is upgraded to INR 6.25 LPA (Base INR 5.40 LPA)
- Service Agreement is now reduced to 12 months (before 24 months). In case you share is released, you need to make up with an amount INR 1.25 L to the organization

Dear Bhavya,

- You should be willing to work in any location within India, as a HCLian (Internship Intern & HCLian), as assigned by HCL Technologies
- Your joining with HCL is subject to BGV (Background Verification). We may find a discrepancy upon joining and if found so, we reserve the right to withdraw
- Reminder: Non-throughput is a serious crime. Unfortunately, it is punishable & accountable to Ex-Employee

We will monitor your onboarding journey with HCL journey on multiple touch points.

We wish you very best for your graduation completion!

For any queries feel free to reach out to [illegible]

Best Regards,
Sabrina Chawla
Lead Campus Relations
HCL Technologies

HCL

Disclaimer

[illegible]

A18

1948/P0421

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213730178/Hyderabad
Date: 16/10/2021

Ms. Jahnavi Borra
2-93Opposite To Water Tank,
Penkagudem , Mandavalli Mandal,
Kaikalour-521345,
Andhra Pradesh,
Tel# 91-9182924060

Dear Jahnavi Borra,

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
[illegible]

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
[illegible]

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
[illegible]
[illegible]
Registered Office Mirmal Building, [illegible]
[illegible]

confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]
[illegible]
[illegible]
[illegible]

time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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
[illegible]

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Jahnavi Borra**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sudhakaraflenu Engg. College, A.P**

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	7,000
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,822
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 80,000

Refer to Table 2 for TCS, defined Structure. In case, you wish not to restructure your Bsft, TCS, 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 HSI - Note that Rs. 7000 if the employee is Single, if the employee is married or married with Children then Rs. 3,500/- 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: TCS, defined structure for Bsft (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
Corporate Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
2012 Copyright Tata Sons Limited

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]
[illegible]
[illegible]
[illegible]

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Floorspark, 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 Citizen Service Wise, 1800 209 3111 Email: citizen@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
[illegible]
[illegible]
[illegible]
[illegible]

A 19

18-40

Yogi Botla

55055170

Jio Platforms Limited

EC No:55055170

DOB:04/07/2001

DOJ:29/07/2022

Height:173.00 CM

Blood Group:B+

ID Mark:Mole on Right Cheek

B. Yogi

Signature of the Card Holder

Yogi Botla

55055170

Jio Platforms Limited

EC No:55055170

DOB:04/07/2001

DOJ:29/07/2022

Height:173.00 CM

Blood Group:B+

ID Mark:Mole on Right Cheek

B. Yogi

Signature of the Card Holder

18-422

Jio DIGITAL LIFE

Welcome to Jio

A step towards building the future

Dear Yogi Bolla,

We are delighted to welcome you to the Jio Family.

Jio has undertaken the mission to challenge the future of Digital India. It gives us immense pleasure to have you join us on this exciting journey towards delivering Jio Digital Life!

As the first step, please go through your offer cum appointment letter and accept it by logging in to Jio Careers using your registered Email ID and password.

After accepting the offer,

1. Complete your medical examination and upload the medical form and reports on Jio Careers
2. Update your profile and upload supporting documents on Jio Careers
3. Go through Onboarding program available on Jio Careers to familiarize yourself with the organization

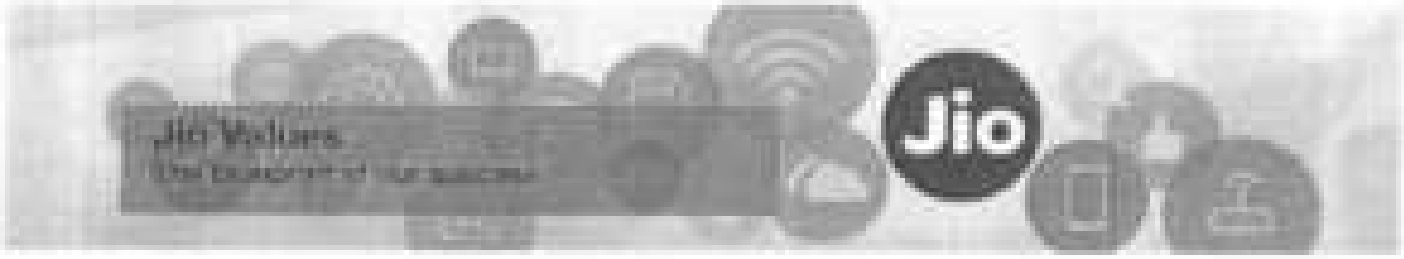
Please complete the above in a timely manner to ensure a smooth and seamless joining experience. For any queries, please feel free to reach out to Satish Nair at SATISH.NAIR@RIL.COM.

Jio offers a world of opportunities and unlimited growth options. In Jio, you can reach the peak of your career if you have the enthusiasm to build your own growth path.

We are sure that you will prove to be a great asset for Jio.

Wish you good luck and a successful career at Jio!

With love, from Jio



Jio Values

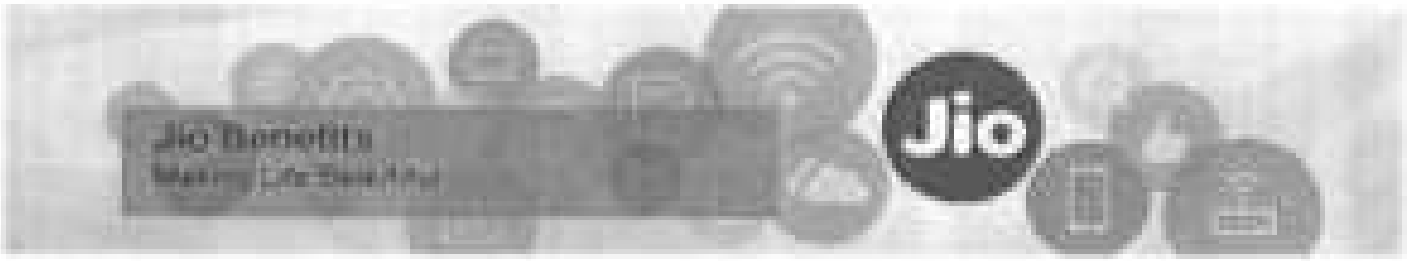
Dear Yogi Batla,

Here at Jio, everything we do is defined by our values. As a new addition to our family, we would like you to familiarize yourself with them before you join us.

Our values:

- [illegible] We will conduct [illegible] to ensure highest standards of corporate [illegible]
- [illegible] Everything that we do must delight our customer
- [illegible] We collaborate seamlessly, seeking and offering help as "Our Team, One Voice"
- [illegible] We will express ourselves fiercely but without disrespecting the sentiments of others
- [illegible] We follow the highest ethical standards to earn the trust of others
- [illegible] We will not merely imprint of years for anything that is mediocre

With love, from Jio



Dear Yogi Bella,

As a member of Jio Family, you enjoy certain benefits that have been designed to make your life at Jio beautiful and comfortable.

The Benefits include:

- Company paid connection to support your digital life at Jio
- Special Leaves and financial support to make your wedding memorable
- Leaves for maternity, paternity and child adoption
- Stay healthy and safe with periodic medical checkup and Health insurance
- Paid time off for you to recharge yourself

And much more....

These benefits are subject to revision as per company policy. You may visit the Employee Self Service (ESS) portal after joining for further details on individual benefits.

With love, from Jio.

OFFER CUM APPOINTMENT LETTER

Yogi Botla
5-40,
Armamuru, Krishna
Armamuru Andhra Pradesh - 521369

6021/6981898[illegible]/15935299/220722/1644
Date : 22 July 2022

Yogi Bella

Date: 22 Jul 2022

4001/0000/0962/1000200/200122/1644

Dear Yogi Bella,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Assistant Manager** in the Job Role **Junior Software Developer** on the following terms and conditions:

1. PLACE OF POSTING

Your initial posting will be at **Mumbai RCP**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **28 July 2022**.

2. COMPENSATION

Cost to Company: ₹ 4,00,000/- (₹ FOUR LAKH FIVE only) per annum.
CTC is the indicative cost to the company that includes following three major components:

A. Fixed Pay: ₹ 3,35,864/- (₹ THREE LAKH THIRTY FIVE THOUSAND EIGHT HUNDRED SIXTY FOUR only) per annum.
This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

B. Retirals : ₹ 29,137/- (₹ TWENTY NINE THOUSAND ONE HUNDRED THIRTY SEVEN only) per annum.
This includes Provident Fund, Gratuity/Ex-gratia and Bonus as per applicable rules.

C. Performance Linked Incentive (PLI): ₹ 35,004/- (₹ THIRTY FIVE THOUSAND FOUR only) per annum.
(This is the maximum payout at Performance Level Significantly Exceeds Expectations).
PLI is a performance linked incentive and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date of disbursement, notwithstanding any delay on the announcement of such disbursement. If any other additional relevant plan (Such as 'Sale Incentive Plan') is made applicable, the Framework of such plan will be applicable instead of PLI.

In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1B.** Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice.
Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Jio Platforms Limited, CIN U51909GJ2019PLC109818
Registered Address : 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad 380006, Gujarat, India

Yogi Bolia

[illegible]

22. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary plus personal special allowance (if applicable), with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

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

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

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer.
We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,

For Jio Platforms Limited

AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.
I shall report for duty on _____

SIGNATURE: _____ **DATE:** _____

Jio Platforms Limited, CIN [illegible]
Registered Address: [illegible], Gujarat, India

Yogi Botla

[illegible]

ANNEXURE 1-A: Compensation Break-up			
Name : Yogi Botla			
Components		Amount in ₹	
		Monthly	Annually
A. Fixed Pay			
1.	Basic Salary	15,058	1,56,693
2.	Personal Special Allowance	1,942	25,306
3.	Residual Choice Pay	5,530	42,365
4.	Medical Insurance Premium (For self spouse & dependent children and dependent parents)	2,794	33,528
5.	Group Personal Accident Insurance Premium	57	676
6.	Group Term Life Insurance Premium	79	944
7.	House Rent Allowance	6,529	78,347
	Total - Fixed Pay [A]	27,985	3,35,864
B. Retirals and Bonus			
1.	PF - Employer's Contribution (12% of [Basic Salary + FSA])	1,800	21,600
2.	Gratuity / Ex-gratia (4.81% of Basic Salary)	628	7,537
3.	Bonus (As per Act)	0	0
	Total - Retirals and Bonus [B]	2,838	29,137
C. Performance Linked Incentive (PLI)		2,917	35,004
	Total CTC (Fixed Pay + Retirals and Bonus + PLI)	33,536	4,00,005

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
2. The insurance premium and coverage amount are subject to revision based on the company policy.
3. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.
4. Employees covered under ESIC will not be covered under GHI, GPA and GTLI.
5. PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance. If any other functionally relevant plan (such as 'Sale Incentive Plan') is made applicable, the framework of such plan will be applicable instead of PLI.

In Platinum Limited CIN [illegible]
Registered Address : [illegible], Platinum 7 Rama, Ambawadi, Ahmedabad [illegible], Gujarat, India

Annexure I-B Components of Compensation

The Company follows a Cost to the Company (CTC) structure that reflects the total cost of an employee to the organisation and includes all direct & indirect payments including benefits, perquisites and subsidies. It is so designed to provide you flexibility to structure your compensation package. However, the components within each category of payments are discretionary and the company has right to change these components any time without notice.

The main components under Cost to Company Structure are:

A. Fixed Pay

A1. Basic Salary :

This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution. (Please refer **Point B Retirals** below.)

A2. Personal Special Allowance :

Personal special allowance is a fixed pay component and is part of the reference salary for Provident Fund contribution.

A3. Residual Choice Pay (RCP) :

Residual Choice Pay is a fully taxable component. After joining, you may choose to distribute residual choice pay among various choice pay components as per your needs. Amount chosen under choice pay components will be reduced from residual choice pay.

You must choose the amount to be claimed under each choice pay component at the beginning of the financial year or within 7 days of joining the Company. Residual Choice Pay components like Fuel & Maintenance, and LTA are reimbursed based on the actual bills/supporting documents submitted. All bills / supporting documents must be provided by 15 January for the financial year. In case the actual bills fall short of the amount chosen, balance amount will be paid as taxable allowance.

The choice pay components offered by the company are mentioned below. These can change at any time in line with government regulations and company policy. Please visit policy section on Employee Self Services (ESS) portal for more details.

1. Conveyance Allowance
2. Children's Education Allowance
3. Children's Hostel Allowance
4. Leave Travel Assistance
5. Company Leased Vehicle
6. Fuel & Vehicle Maintenance Reimbursements
7. Sodexo / Accor Food Card
8. Gift Coupons

In Partnership Limited: [illegible]
Registered Address: [illegible], Ahmedabad, Ahmedabad [illegible], Gujarat, India

Yogi Rolla

0031/[illegible]/[illegible]/[illegible]/[illegible]

A4. Group Hospitalization Insurance (GHI)

GHI provides risk coverage to you and your family members (spouse, dependent children and parents) in event of hospitalization. The coverage and mandatory debits in respect of the same are as follows:

#	Parameter	Description
1	Sum-mark of Family	Self, Spouse, Firm 3 dependent children up to age of 25 years, 2 dependent parents
2	Floater Coverage (In Lacs)	₹ 5 Lacs
	Insurance for Family	
1	Family Insurance premium per annum	₹ 33,528
2	Self (Insurance premium ₹ per annum)	Included in Family
3	Spouse (Insurance premium ₹ per annum)	Included in Family
4	Children (First 3 up to the age of 25 years) (Insurance premium ₹ per child per annum)	Included in Family
5	Insurance Top-up Type	Optional
6	Top-up coverage for family (In Lacs)	₹ 8Lacs
7	Top-up Premium for family (₹ per annum)	₹ 10,841
	Insurance for Dependent Parents	
1	Floater Coverage (In ₹ Lacs)	Included in Family
2	Insurance Premium for both parents (₹ per annum)	Included in Family
3	Top-up Coverage (In Lacs)	Included in Family
4	Top-up Premium for both parents (₹ per annum)	Included in Family
	Eligibility	
1	Hospital Room	Up to Non-deluxe AC Single Room
	Additional Benefits	
Not Applicable		

You need to visit Employee Self Service (ESS) portal post joining to declare your dependents for coverage under Group Hospitalization Insurance.

The insurance premium and coverage amount are subject to revision as per Company Policy.

Jio Platforms Limited, CIN [illegible]
Registered Address: [illegible], Jadhav, [illegible], Ahmedabad [illegible], Gujarat, India

Yogi Ratlo
0031/[illegible]/[illegible]/[illegible]/1644

A5. Group Personal Accident Insurance

Group Personal Accident Insurance Benefit provides you risk coverage in case of any accidents occurring while working or outside of work resulting in partial or total disablement or casualty. Please visit Employee Self Service (ESS) portal post joining to add your nominees for GPAI. The insurance premium and coverage amount are subject to revision as per Company Policy.

A6. Group Term Life Insurance (GTLI)

GTLI provides coverage to your family members in the unfortunate event of death due to either accidents or natural causes. Total sum assured shall be payable to your nominee. However, nothing is payable on survival. You need to visit Employee Self Service (ESS) portal post joining to add your nominees for GTLI. The insurance premium and coverage amount is subject to revision as per company policy.

A7. House Rent Allowance (HRA)

House Rent Allowance is paid in order to meet the expenses incurred on account of rented accommodation. HRA is 50% of your basic salary.

Jio Platforms Limited: CIN [illegible]
Registered Address: [illegible], Jaffna, Nr. Gaurav Patel, Panchasar Village, Ahmedabad, Ahmedabad 380001, Gujarat, India

Yogi Bolla

0011/V0900842/10995299/230731/1644

E. Retirals

01. Provident Fund
Employer contribution to the Provident Fund @ 12% of Basic Salary plus personal special allowance (if applicable).

The Company deducts 12% of your Basic Salary plus personal special allowance (if applicable) and makes an equal contribution, as per PF rules applicable currently. Both are remitted on a monthly basis to the company's PF Trust / RPFC. A part of the company's PF contribution is deposited to your PF Pension Fund / RPFC, to provide you with pension on retirement or after completing a specified period of service.

02. Gratuity/Ex-gratia
Employer contribution to the Company's Gratuity Fund @ 4.81% of Basic Salary.

1. All Employees who have completed 5 years of continuous service with the Company are eligible to get gratuity on separation from the company. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment.
2. In the event of separation before 5 years of continuous service, ex-gratia will be paid to the tune of gratuity accumulated and will be subject to prevailing Income Tax Rules, except in case of separation arising out of disciplinary grounds.
3. In the case of death, the minimum service requirement does not apply.
4. Gratuity is calculated as Last Drawn Basic Salary / 26 days X 15 days x number of completed years of service.
5. For calculating Gratuity, periods of service of 6 months or more will be considered as equivalent to one year and less than 6 months will not be counted.
6. Income Tax on Gratuity will be applicable as per Income Tax Rules.

03. Bonus
Bonus is payable as per Bonus Act.

F. Performance Linked Incentive (PLI):

PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and/or) working for, and company performance.If any other functionally relevant plan (such as 'Sales Incentive Plan') is made applicable, the framework of such plan will be applicable instead of PLI.

PLI / functional incentive - will be payable, provided the employee is on the rolls of the Company & not serving notice period, on the date of disbursement, notwithstanding any delay on the announcement of such disbursement. PLI / functional incentive will be subject to tax.

Note: All tax exemptions, where applicable, will be as per the prevailing tax rules and laws

Jio Platforms Limited, CIN L51909GJ2019PLC114814
Registered Address : 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad 380006, Gujarat, India

Annexure - II - TERMS AND CONDITIONS OF EMPLOYMENT

1. **MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

a. **Medical Fitness:** You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.

b. **Verification of Particulars:** In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. **TRANSFER:**

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

3. **REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

b. You are under no physical or mental disability that would hinder the performance of your duties contained herein;

c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions;

d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith;

e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants;

f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.

g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and

h. The terms, covenants, and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

4. DUTIES AND RESPONSIBILITIES:

a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company and its clients.

You are required to engage yourself exclusively in the work assigned by the company and its client and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the client or any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.

d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company or its clients. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter markets.

Jio Platforms Limited- CIN [illegible]
Registered Address - [illegible], Jaffrey, [illegible], Ahmedabad [illegible], Gujarat, India

e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the client, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

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

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorised person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.

g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company and its clients. Your obligation to keep such information confidential shall remain even on termination of the employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how/drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its client or subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning.

Jio Platforms Limited: CIN [illegible]
Registered Address : [illegible], Gujarat, India

transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the Company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or extend the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer, client or member of the investment community or media or in any communication.

m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.

n. **Model Release :** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his/ her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.

o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offences committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company. ;

5. **TERMINATION OF EMPLOYMENT:**

a. **Employment AT WILL:** You and the Company acknowledge that the employment is and shall continue to be AT WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or future of compensation.

b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.

c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.

Jio Platforms Limited CIN U74900GJ2020PLC126818
Registered Address: 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad 380006, Gujarat, India

d. **Absentation:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

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

e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.

f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving 3 months notice in writing or payment of pro rata 3 months Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving 3 months notice in writing or by payment of pro rata 3 months Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.

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

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

i. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or other wise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of our client or any of its Group Companies.

j. **Recovery of Payments:** In the event of separation (excluding death), you shall be required to refund to the Company, a part of Relocation Expenses amount reimbursed; in case you leave the company within 1 year from the date of disbursement of amount, you shall refund the entire relocation expenses reimbursed to you.

5. **GENERAL:**

a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be

Jio Platforms Limited: CIN [illegible]
Registered Address: [illegible], Jaffna, [illegible], Ahmedabad [illegible], Gujarat, India

borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

b. Rules Regulations and Policy on Ethics: You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company and our client publish from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

c. Media Interaction: You will not interact with the media - electronic, print or otherwise in:

i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company or its client's business, policies and processes, you should take the approval of the Management prior to its release.

v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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

e. Entire Agreement: This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

[illegible]
Registered Address: [illegible]

Yogi Bella

[illegible]

Annexure - II

f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.

i. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

j. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

k. **Documentation:** Please submit the following documents, if not submitted earlier:

i. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
ii. Three copies of your recent passport size photographs with blue background.
iii. Relieving letter & salary certificate from your last employer in case you are/were employed.
iv. Copy of Aadhar Card / Passport / Voter ID / License / any other document for photo identity and PAN card.
v. Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence.

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

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

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Yogi Bella

Signature

Date:

Jio Platforms Limited [illegible]
Registered Address: [illegible]

HEXAWARE

18-4-23

26 May 2023
Pavan Kumar Bevara
EL – B.E / B.Tech
Gudlavalleru Engineering College, Gudlavalleru

Dear Pavan Kumar Bevara,

Congratulations! Further to your selection under Hexaware Mavericks program and your acceptance of the offer, we are pleased to offer you a position as "Trainee" from **26 May 2023** at **Chennai** office as per the following terms and conditions. Please note that this appointment letter supersedes all earlier letter/s issued to you and as such the earlier letter/s of appointment issued to you stand cancelled.

1. An amount of INR **15000**/ pm will be paid as stipend under Apprenticeship Act, 1961, for a period of up to **6** months i.e. during the classroom training. There will be no deduction of Provident Fund, Professional Tax and ESIC.
2. Post completion of the stipend period you will be paid salary as per the annexure attached and marked as Annexure "I".

3. The training period is of one year duration from the date of joining and shall comprise of classroom as well as on-the-job training. Upon completion of stipend period you will be re-designated as **Associate Software Engineer**. However, your on-the-job training would continue till you complete one year from the date of joining.

4. The continuation of your training and subsequent employment will be subject to you meeting the qualifying criteria during and at the end of the training period. Upon successful completion of training period you will be considered for an employment with the Company. For the sake of clarity the company may at its sole discretion evaluate you for permanent employment.

5. During the training period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training can be terminated by the Company without any notice or compensation. However, the Company reserves the right to terminate your services at any point in time on disciplinary grounds/ poor performance/ non-adherence to Company's rules and regulations and violation of any other terms of employment, without any notice or compensation.

6. In the event the company decides to hire you on permanent basis, provided you have successfully completed your training, the notice period for severance will be three months on either side or salary in lieu thereof. Salary for purpose of this clause means Basic Salary. However, the discretion to release you earlier than three months would be solely with the management. Notwithstanding anything contrary contained herein the notice period stated in this section is subject to any other agreement that the employee has entered into with the company whether in past, present or future, AND in the presence of such agreement, the

Manisha Mehrotra

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - B, 'A' Block, TTC Industrial Area, Mahape, New Mumbai, 400710, Tel.: +91 22 6791 9000, Fax: +91 22 6791 8000
CIN: L72900MH1992PLC069662 URL: www.hexaware.com

notice period stated in this section shall apply on completion of such other term / period / duration as agreed under any such documents / agreements.

7. In the event you are in breach of any terms and conditions of this letter or any of the applicable terms or policy as may be imposed by the company from time to time, Company may at its sole discretion terminate the training/ employment with immediate effect.

8. Your compensation is strictly confidential, and we expect that you maintain the confidentiality of the same at all times. Increments are not automatic but will be based solely on your performance as evaluated through the performance appraisal system or any other mechanism as the Company may deem fit for the purpose of deciding the same.

9. Your designation is merely indicative of the responsibilities which you are required to carry out. The Company shall be entitled to advise you, at any time, to perform any other administrative, managerial, supervisory, or other functions as per business needs and you will be bound to carry out such functions.

10. The Company may nominate you to attend trainings that might involve a considerable cost. Similarly you may be deputed to client's site to gain knowledge and utilize the same to execute projects in India/abroad. In view of this you will be expected to serve the Company, on completion of the training/knowledge transfer, for a specified period as required by the Company.

11. During the term of your employment with the Company, you agree not to undertake employment, whether full time or part time, as the Director/Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of Hexaware. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn or terminated at the sole discretion of the Company.

12. You shall at all times observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, and which according to the Company are necessarily confidential, form valuable property of the Company and not made available to the trade. Further, you will not disclose such data or information without written consent from the Company to anyone other than the Company's officials who are authorized to receive the same. You will sign the "Non-Disclosure Agreement" (NDA) at the time of joining and shall abide by the terms and conditions mentioned therein.

Even after you have ceased to be in the service of the Company, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose the same to anyone.

13. You will assign to the Company the right, title and interest in any invention or improvement that you may make solely or jointly in the course of your training period and subsequent employment which may be missing to the products/services marketed, based, developed and you will perform any acts, execute such documents without expenses to you, which in the judgment of the Company, may be needful or desirable to secure to the Company patent protection and any/all rights relating to invention or improvement.

14. You shall maintain proper discipline and dignity of office and shall deal with all matters with sobriety, utmost discipline and judicious mind.

15. You shall be governed by Hexaware Code of Conduct (COC) and will be required to sign an undertaking which will be given to you separately at the time of joining. You are always requested to read and comply with the same. Any breach of COC provisions or the terms and conditions of employment may result into termination and/or an appropriate disciplinary action.

16. You shall follow the daily attendance process laid down in the Company from time to time.

17. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

18. Due to business needs, you may be required to travel outside India. You are, therefore, advised to hold a valid passport at all times. Please submit a copy of your valid passport forthwith, if not submitted earlier. In case you do not possess a passport or if the same is no longer valid, you are required to obtain it, at your own expense, and submit to HR dept. within 45 days. You can use the TATKAL service for faster issuance of the passport. It would also be to your advantage to have a four-wheeler driving license as well.

19. As per income tax rules it is mandatory for you to submit a copy of your PAN (permanent account number) card at the time of joining. In case you do not possess it, you are required to obtain it, at your own expense, and submit to HR dept.

20. You will adhere to the dress code as laid down by the Company. You will also observe the work timings/holidays as applicable to your place of posting and as amended from time to time. Further, you should be prepared to work on any shifts, as may be warranted by the Company/client's work requirements.

21. You will inform the Company of any change in your residential address forthwith.

22. During your training period /employment terms and in the event of ceasing the services of the Company for whatsoever reason, you agree that, in addition to any other limitation during the

Rajesh Mehta

term of your employment and for a period of 3 year after the termination of your employment, you will not directly or indirectly:

(i) Solicit or accept employment with any client / customer of Hexaware or its Subsidiaries, to which you provided services as a Hexaware employee.

(ii) On your behalf or as a partner or as an officer, director, or employee, agent or shareholder or any other entity; or person or as a trustee, fiduciary of other representative or any other person or entity:

(a) Employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Hexaware employee or independent contractor.

(b) Contact any persons or companies which are customers or prospective customers of Hexaware or any of its affiliates or subsidiaries for the purpose of soliciting the customers or prospective customers in competition with Hexaware its affiliates or subsidiaries nor solicit or divert or cause anyone to solicit or divert, any such customers or prospective customers from Hexaware its subsidiaries, affiliates.

For the purpose of point No. (i) & (ii) above, Hexaware client / customer means and include any organisation or person or Franchisee to which for a fee or charge, Hexaware has provided services. A prospective client / customer means a person, or another organisation or person to which Hexaware has, within the twelve months period preceding such termination or separation of employment, has / has submitted a proposal to provide services, the preparation of which included your direct involvement.

23. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you.

24. Your appointment is transferable and the Company, at its discretion, may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office, subsidiary, associate or organisation is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, in case of emergency such transfers may be made effective immediately.

a) You will observe working timings and holidays as applicable to your location and place of work.

b) On your transfer/deputation to any other place as stipulated in clause(10) you will observe the working timings and holidays as applicable to the location and place of work where you have been transferred/deputed, without any change in remuneration.

25. During your employment with the Company you will comply with the provisions of the Information Security policies, procedures and guidelines of Hexaware at all times and which shall extend beyond the normal working hours, whether inside or outside the office premises including customer site / location. Any violation will be viewed very seriously and attract strict disciplinary action.

Mayuria Mehrotra

26. If during the period of your employment with us you achieve any invention, process improvement, operational improvement or other processes/methods that will likely to be resulting into more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and exploit such improvements and you shall assign all your rights to the Company for the purpose of seeking any patent rights in respect thereof or for any other purpose.

27. Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or other data, tables, calculations, letter or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of

its subsidiaries and the same are to be handed over back to the Company, failing which the Company shall treat it as breach of the Confidentiality obligations and shall be forced to take strict action against you.

28. You warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment. During the period of this employment you shall not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

29. 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. In the event a client seeks information pertaining to business aspect of your employment (including Resume), the company shall provide such information to the client without any notification to you.

30. If you remain absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily abandoned your services and Company will be constrained to take necessary disciplinary action against you as per policy, your terms of employment and/or any other document.

31. Your appointment is subject to your submitting copies of mark sheets /certificates in respect of all your educational qualifications at the time of joining. You are required to submit all the mark sheets with respect to your graduation/post graduation forthwith to the HR Dept., if same has not been submitted earlier. You should have also been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the mark sheets/proofs in respect of your qualifications and any condonation of delay in submission of the same shall be at the discretion of the Company.

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 4 Block, TTC Industrial Area, Mahape, New Mumbai 400710. Tel.: +91 22 6791 9000, Fax: +91 22 6791 9000
CIN: L72900MH1992PLC069862 URL: www.hexaware.com

32. Your appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination if and when considered necessary.
33. Your appointment and its continuance is subject to you clearing verification checks at the time of joining and thereafter, which includes criminal, previous employments, educational qualifications, reference checks and all such other checks. Any discrepancy found in the above will result in immediate termination of your services.
34. Also this appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. A list of Directors is available in the Head Office for perusal.

35. The age for retirement from services of the Company is 58.

36. If any information furnished by you in your application for training or during the selection process or during your joining or post joining is found at any time during your employment to be incorrect or false, and /or if you have concealed any information regarding your qualifications and experience, the Company shall have the option to terminate your services without notice or compensation.

37. At all times you will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including but not limited to matters such as designation, emoluments and the structure thereof, working hours, etc. and also all the published policies of the Company. Also, Company's decision on all such matters shall be final and binding on you.
38. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this contract of employment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this contract shall continue in force and effect.
39. Any dispute or difference, whatsoever, arising between you and the Company, out of or relating to the construction, meaning or operation or effect of the terms of this letter and the earlier letter dated letter shall, unless resolved amicably shall be referred to Arbitration of Sole Arbitrator to be appointed by the Company. The Sole Arbitrator appointed shall be an Authority appointed by the Company and such appointment as Sole Arbitrator shall be acceptable to you. All proceedings under such Arbitration shall be held in Mumbai and would be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactments thereof. It is agreed and understood that the courts in Mumbai only and exclusively shall be competent to entertain any application or petition pertaining to the arbitration agreement and/or arbitral proceedings pursuant to this clause and no other court elsewhere shall have jurisdiction to entertain any application or petition pertaining to the arbitration agreement and/or arbitral proceedings pursuant to this clause.

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 8000, Fax: +91 22 6791 8000
[illegible]

HEXAWARE

40. The terms of this letter issued to you shall be binding for all purpose and shall at all times remain confidential and are not to be disclosed to any third party unless the matter is referred for arbitration in the circumstances mentioned above.

41. All the female employees, who will be completing minimum 80 working days with Hexaware, will be eligible for the following benefits under our Maternity Leave Policy:

- Maternity Benefit of twenty-six weeks (including all the intervening Saturdays, Sundays and Company Declared Holidays) of which not more than eight weeks shall precede the date of her expected delivery, in first two instances of childbeth.
- Maternity Benefit of twelve weeks (including all intervening Saturdays, Sundays & Company Declared Holidays), of which not more than six weeks shall precede the date of her expected delivery, for a woman having two or more than two surviving children.
- A woman who legally adopts a child below the age of three months shall be entitled to maternity benefit for a period of twelve weeks(including all intervening Saturdays, Sundays & Company Declared Holidays) from the date the child is handed over to the adopting mother.
- A woman getting a child through surrogacy shall be entitled to maternity benefit for a period of twelve weeks (including all intervening Saturdays, Sundays & Company Declared Holidays) from the date the child is handed over to her.

Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment within seven days of you receiving this letter.

We look forward to your continued contribution and wish you all the best in your future endeavors.

With best regards,
For HEXAWARE TECHNOLOGIES LIMITED

Manisa Mathur
Vice President, Recruitment-India & APAC

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9000, Fax: +91 22 6791 9000
CIN: L72900MH1993PLC080862 URL: www.hexaware.com

HEXAWARE

ANNEXURE 1		
NAME: Pavan Kumar Bevara EMP No.: 1000074467 Designation: Trainee	Date: 24 August 22 DOJ: 26 May 2022 Grade: GET	
	Monthly	Annual
Fixed components		
Basic	15,000	180,000
HRA	7,500	90,000
Statutory Bonus[1]	2,000	24,000
Flexible Component	6,075	72,900
Gross Salary	**30,575**	**366,900**
Other Annual Benefits		
Medical Insurance premium Contribution[2]		2,500
Retiral Benefits		
Provident Fund @12% of Basic	1,800	21,600
Gratuity premium contribution[3]	750	9000
Total Cost to Company		**4,00,000**

Notes:

1.Bonus amount will be paid monthly to comply with the Payment of Bonus Act. The final bonus amount will be computed as per the provision of the Payment of Bonus Act post the closure of the financial year (January – December) and any shortfall or excess will be adjusted accordingly.

2.You will be covered for medical insurance under the Group Hospitalisation scheme of the Company.

4.You will be covered under the Gratuity Scheme of Hexaware Technologies Limited. You will be eligible to receive the benefits under this scheme, subject to a minimum of 5 years of continuous service with Hexaware.

Signature: Mr.Avin

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9999, Fax: +91 22 6791 9500
CIN: L72900MH1992PLC068662 URL: www.hexaware.com

[illegible] A11 [illegible]

Gmail Sowmya Srikanth <[illegible]@gmail.com>

Wipro Offer Letter

Wipro offer letter <[illegible]@talent.icims.com> Fri, Jan 21, 2022 at 12:08 AM
Reply-To: Wipro offer letter <[illegible]@talent.icims.com>
To: [illegible]@gmail.com

January 21, 2022

Dear **Chakka Sowmya**

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: [illegible]@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [illegible]@wipro.com

Thanks and Regards
Campus Offer Generation Team
(Global Campus Hiring Team) Wipro Limited

This message was sent to [illegible]@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru [illegible]

APPOINTMENT LETTER

January 24, 2022

Dear chalamalasetti sukhada,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting;

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company;

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream;

d. Leave Travel Assistance (LTA) as per the Company's policy;

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act;

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits;

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company;
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company;
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required

under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

h. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Tar Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company training all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such duties as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shalini
General Manager – Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on discoveries, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") Internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE 8

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I (hatamaleem) wabbarao, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

iv. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

v. processing my job application including background verification checks;

vi. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: [illegible]

Position: Project Engineer **Career Group: TAB - 6**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*National sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 10,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. The bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	[illegible]
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 60% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements.

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile), rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 16,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs 100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. National sum indicating contribution of 5.31 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs 1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro -> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be provided based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a national figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,30,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium.10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a

nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 Lhs to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No. of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 60% = Rs. 8,400 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 30,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 18 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India -> My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials > Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials > Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** chatarlalsuthi subbarao 24/10/2023 7:54 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T +91 (80) 3644 2011
Commonwealth	F +91 (80) 3644 0604
Sarjapur Road	E info@wipro.com
Bengaluru Mrs Cot	W wipro.com
India	[illegible]

22067668

February 19, 2022

Dear chalamalasetti subbarao,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro.**

2. Duration of training

The duration of **internship** will be from **February 21, 2022** to **April 30, 2022**. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

   Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes / formulas / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Wipro.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organisation matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc. belonging to Wipro or relating to its businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,

Aparna Shalini
General Manager - Human Resources

Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement.

2. I shall report for internship on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I chalamalasetti subbarao, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

a. validating my curriculum vitae and retaining records on the same for any future reference/verification;

b. processing my application for internship including background verification checks;

c. Internship related actions including record keeping, processing training stipend and any action required in the context of my training with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("Agreement") is made on this the [ ] day of [ ] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Doddakannelli, Sarjapur Road, Bangalore 560-035,

And

_____[Name of the Intern], S/o / D/o

_____

Residing at_____

_____

(Hereinafter referred to as "Intern" which expression shall mean and include his/her representatives in interest, assignees and guarantors).

WHEREAS:

The Intern has expressed his/her desire to be trained with Wipro for a period of _____ ("Internship Period").

Wipro has accepted the Intern's application subject to the Intern adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time.

During the term of the internship, the Intern may have access to certain information which may be proprietary and/or of confidential nature ("Confidential Information", as more particularly described below).

NOW THEREFORE in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

1. For purposes of this Agreement, "Confidential Information "means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to Intern by Wipro or which Intern becomes aware of in the course of the internship, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of Intern in violation of this Agreement), (ii) was known to Intern prior to its disclosure under this Agreement, or (iii) is required to be disclosed by governmental or judicial order, in which case Intern shall give Wipro prompt written notice, and use reasonable efforts to ensure that such disclosure is

accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.

2. Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on Intern any rights, license or authority in or to the Confidential Information.

3. Intern agrees and undertakes that he/she shall not disclose or make available to any person (including the Institute) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by Intern under any course. Intern undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the institute, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective employment.

4. Intern shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.

5. Intern agrees that upon (i) termination/expiry of Internship Period, or (ii) at any time during its currency, or (iii) on Intern ceasing to be an Intern of Wipro, Intern shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memorandia, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.

6. Intern acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Intern shall ensure that the use of such Confidential Information by the Intern shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.

7. Intern acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Intern and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.

8. Intern hereby acknowledges and agrees that in the event of a breach or threatened breach by Intern of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by Intern.

9. No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.

10. This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bangalore. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.

11. The obligations of confidentiality shall survive the expiry or termination of the internship. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.

12. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Yours sincerely,
For Wipro Limited,

Aparna Shalian
General Manager - Human Resources

☑ Accept ☐ Decline

Intern Name: chalamalasetti subbarao

☑ **Signature** chalamalasetti subbarao 19/2/2022 7:18 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T +91 (85) 3844 0011
Doddakannelli	F +91 (85) 3844 0054
Sarjapur Road	E info@wipro.com
Bengaluru 560 035	W wipro.com
India	[illegible]

Sensitivity: Internal & Restricted

[illegible]

Date : 22/02/22

From
Ch Balasai SubbaRao
18481A0425
Electronics and Communication Engineering
SR Gudlavalleru Engineering College
Gudlavalleru - 521356

To
The Principal
SR Gudlavalleru Engineering College
Gudlavalleru - 521356

Through paper channel

Sub : Requesting for granting permission to attend full time internship in Wipro

Respected Sir,

I am Ch Balasai SubbaRao studying final year B.tech in the stream of Electronics and Communication Engineering with Roll no: 18481A0425. I got selected for "Wipro" in the recruitment drive. I have to attend internship from 21/02/22 to 30/4/22. I will prepare my 8th sem subjects in self learning mode and attend all exams and reviews without fail. I sincerely request you to grant me permission to attend the full time internship.

Thanking you Sir,

Yours Sincerely
Ch Balasai SubbaRao
18481A0425

Sir,
Can be considered
[signature]

Submitted to principal for consideration
[signature]

Yes
Forwarded through VP/ACD for consideration
[signature]

A23

18-426

M

Wipro Offer Letter

1 message

Wipro offer letter <wipro+email+04ppb-[illegible]> Thu, Jan 30, 2020 at 1:45 AM
Reply to Wipro offer letter <wipro+email+04ppb-[illegible]>
To [illegible]@gmail.com

January 30, 2020

Dear Bhavitha Challa,

Congratulations! We are pleased to offer you the position of Project Engineer at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the CCMS Offer Letter within 30 days from the receipt of the offer letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on Accept → click on signature check box → Click on "Submit and Print" → Click on "web browser" → ctrl+P → save as pdf → save → select destination on your system to download.

Please note : You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: [illegible]@gmail.com
If you do not know your password, you can reset it by clicking here!

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [illegible]@wipro.com

Thanks and Regards,
Campus Offer Generation Team
Global Campus Hiring Team(Wipro Limited)

This message was sent to [illegible]. If you don't want to receive these emails from Wipro company in the future, please go to:
[illegible]

© Wipro Limited, [illegible] Sarjapur Road Bangalore [illegible]

18-416

M

Mphasis_Letter of Intent

1 message

Mphasis - Campus Hiring <campushiring@mphasis.com> Thu, Oct 28, 2021 at 8:30 PM
To: bhavitharaddychalla@gmail.com <bhavitharaddychalla@gmail.com>
Cc: placementoffice@pegadiavalleru.ac.in <placementoffice@pegadiavalleru.ac.in>

Ref No: MPHTH_[illegible]

Dear Bhavitha Challa,

College Name: Gudiavalleru Engineering College

Greetings from Mphasis!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of 'Associate Software Engineer' in Band 2, Level 2 with Mphasis. The gross compensation will be INR 4,00,000/INR Four Lakhs only/ per annum.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of INR 1,00,000 will be recovered from the employee.
- You are required to work in any shift as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - Applications Development, Applications Testing, Application Production Support etc as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organisation
- Organisation ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations.

2. Securing the required percentage in the evaluation at the end of your 8 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of Intent. Mphasis reserves the right to cancel or recall this letter of Intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to The Mphasis Learning Academy. Should you need any further information, write to campusfirm@mphasis.com.

Thanks and Regards

Mphasis - Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information.

This is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at [illegible] and delete this mail from your records.

1E4 81A04127

A14

wipro

APPOINTMENT LETTER

March 27, 2022

Dear Varna Challagundla,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 60 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications certificate the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay – The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with which you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under the employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

interest, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

h. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

i. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

j. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

k. For an employee or any dependant member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the 'Company') internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to 'UPSI' of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE-II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000 - 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential.

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under HRP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + NBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.21 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> Index->My Travel-> Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.12000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slip is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs.2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium.10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the output) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Vamsi Challagundla 27/3/2022 10:47 AM

(checking the checkbox above is equivalent to a hardwritten signature)

Registered Office:

Wipro Limited	T +91 (80) 2844 0011
Doddakannelli	F +91 (80) 2844 0054
Sarjapur Road	E info@wipro.com
Bengaluru Bay Cell	W wipro.com
India	C L31020KA1945PLC020800

24142018

A25

Gmail

kavyasree chandu <kavyasreechandu2001@gmail.com>

Mphasis_Letter of Intent!

Mphasis--Campus Hiring <campushiring@mphasis.com> Thu, Oct 28, 2021 at 6:26 PM
To: "kavyasreechandu2001@gmail.com" <kavyasreechandu2001@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- HHHTH_CC2022-2163

Dear Kavyasree Chandu,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APM, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B.Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campusliaison@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

A26

18-429

PENTAGON SPACE
Mastering Your Future

CSR Campus Drive - 2022

Dear **Chebattina Manasa,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2022 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1.Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.

2.Guaranteed 100 Placement opportunities.

3.Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudan. H

Plot No 7/d, 8th Cross Road,
M.B.C.S Extension, Govindraraja Nagar
Vijayanagar, Bangalore - 560040
(200Mts from Hosahalli Metro Station)

+91 8951934049
+91 8951938037
+91 8951183617
www.pentagonspace.in
campuscommunitiesmhagonspace.in

Cin no: U74999KA2020PTC1[illegible]

15-430

CSS CORP

Date: 13 Apr 2021

Dear Bindu Sai Praveena Chellaiha

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potentialand with such understanding, we are pleased to extend an offer of employment on the terms and conditions contained herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on that project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,30,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only)**.

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only)**. The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits**: Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance**: In accordance with the Company's policy, you and your family (your spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferrable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts Business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail ID(s) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidised amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

22. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

23. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

24. **Termination for Breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

25. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's Intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

26. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

27. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

28. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@cssecorp.com** before **18th April'22** else, this offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisors may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

CSS Corp Private Limited
CIN: U72900TN1998PTC113034
Regd Address: Plot No 17 A&B, 5th, 6th & 12th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai Tel: 91 44 66758000, www.cssecorp.com

15-430

CSS CORP

ANNEXURE - I

Salary Working				
Name:	Nivedi Sai Prasanna Chalasani			
Designation:	Engineer Trainee-Networking		Grade:	IL 1B
	Explanatory Notes		Monthly	Annual
Guaranteed Compensation				
Basic Pay	60%	On TGC	7,600	91,200
House Rent Allowance	30%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,533**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (LA)	22 days		1,300	28,600
Total Allowances				**28,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Group Linked Insurance Cover				500,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				300,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	30 days	Basic		
Deductions				

Statutory Deductions like - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Professional Tax - As per applicable rules.

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution.

**Tax Exemption on Flexi Options will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if are retn as on date of payment.

** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the individual and Company's performance.

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the samedhould be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Color Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for MedicalDocumentor

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident FundScheme.

This is a computer generated offer and does not require any signature

CSS Corp Private Limited
CIN: U72900TN2000PTC113034
Regd Address: Plot No-21 A&B, 9th, 8th & 11th Floor, Ambit IT Park, Industrial Estate,Ambattur, Chennai Tel: 91 44 66798000, www.cssecorp.com

Date:17th Nov 2021

LETTER OF INTENT

Dear CHEBOINA BINDU SAI PRASANNA,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format.** You would do your "Virtual Internship" with us in **"Wireless Networking Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on **3rd January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

CSS Corp Private Limited
CIN: U72900TN2000PTC115014
Regd Address: Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel:91 44 66768000, www.cssorp.com

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorised any agency / partner to collect any fee either for internship program or recruitment.

11. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
12. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the internship program.

13. CSS Corp reserves the right to withdraw the admission at any stage, in case you do not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

CSS Corp Private Limited
CIN: [illegible]
Regd Address: Plot No-22 [illegible], 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel 91 44 [illegible], www.csscorp.com

14. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.

15. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited

P R Manibantan

Senior Director, Campus and Institutional Alliances

A 27

18481A0430

CSS CORP

Date: 17th Nov 2021

LETTER OF INTENT

Dear CHESCONA BANDU GAZ PRAGANNA,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in **"Wireless Networking Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on **3rd January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly remote sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorised any agency / partner to collect any fee either for internship program or recruitment.

11. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
12. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the internship program.

13. CSS Corp reserves the right to withdraw the admission at any stage, in case you do not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

CSS Corp Private Limited
CIN: [illegible]
Regd Address: Plot No-32 A&B, 4th, 8th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel: 91 44 [illegible], www.cssco.com

14. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.

15. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliance

CSS Corp Private Limited
CIN: [illegible]
Regd Address: [illegible]
Ambattur, Chennai Tel [illegible], www.csscorp.com

A28

Ch. Mercy Rani
1848144431

Cognizant

Letter of Intent (LOI)

Supernet ID: 1496240

November 02, 2021

Dear chekayina Rani,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking 'Raise a Query' button in the below link.

Use Supernet ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://[illegible]

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

18-437

wipro

APPOINTMENT LETTER

September 19, 2022

Dear VENNELA CHENNAMSETTI,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements for operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any

other criteria specified by the Company in terms of your educational qualifications no/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company;
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company;
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

h. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and for enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

4. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

5. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

6. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

8. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, In-classroom learning, on-the job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organisation, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organisation doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organisation doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an 'Insider' and accordingly advised as

below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

i. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

ii. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

iii. Unauthorised disclosure or communication of UPSI.

iv. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I VENNELA CHERIPAMSETTI, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. retaining my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information (including documents) relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: VENNELA CHENNAMSETTI

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,075
HRA	5,535
Bonus	2,304
Wipro Benefits Plan (WBP)	4,946
Total Fixed Cash	**24,858**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	820
Total Fixed Compensation	**27,158**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	

Internal to Wipro

Target Variable Pay	1,458
Target Cost to Company per month	28,167
Total Cost to Company per annum	3,32,004

*Notional sum indicating contribution of 8.33 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique Company Benefits to help you manage during exigency.

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler.
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self marriage.
c. Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 3lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25,000
End of 18 months	25000 - 75000
End of Year 2	50,000-1,00,000
End of Year 3	2,00,000-3,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

iv. In the event of your repatriation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary slack which would be paid out on a quarterly

basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2023-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 80,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 18,000 per annum under WBP as per prescribed limit as the policy. No expenses in respect of rentals or other charges for pre paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension Scheme:

You can contribute between 6% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 8.33 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1800 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro -> My Policies -> India->My Travel-Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS

Internal to Wipro

Medical

1. Medical Assistance Program (MAP)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs 10000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This kind will be provided based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slack is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Fitness Section in myWipro which is accessible on joining.

   Base Medical Insurance is to be availed by the employee as default. It is accounted for on deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health Check: Company paid Annual health check-up program is available for employees above 42 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survival Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.75/* x 80% = Rs. 6,600 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India -> My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date, that is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Internal to Wipro

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slack of the enrolled member. The accumulated contribution amount and the interest earned on the corpus can be utilised to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data ->My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Internal to Wipro

☑ Accept ☐ Decline

☑ **Signature** VENNELA CHENNAMSETTI 3/2/2022 8:40 AM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bangalore 560 035

India

T +91 (0)3 3944 8011

F +91 (0)3 3944 0004

E info@wipro.com

W wipro.com

B L32102KA1945PLC020800

3/2/2022

19-142

Gmail

Vennela Chennamsetti <vennelachennamsetti2001@gmail.com>

Wipro Internship Letter

1 message

Wipro offer letter <wipro+email+3d2v5-9d7002d91c@talent.icims.com>
Re: To: Wipro offer letter <wipro+email+3d2v5-9d7002d91c@talent.icims.com>
To: vennelachennamsetti2001@gmail.com

Tue, Feb 15, 2022 at 7:24 PM

February 15, 2022

Dear VENNELA CHENNAMSETTI:

Congratulations! We are pleased to offer you the position of Intern at Wipro.

Please click on the same link to review and accept your internship letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save internship letter copy if you open the below link through a Mobile Phone.

We request you to accept the CBRE Internship Letter within 7 days from the receipt of the Letter, failing which we will be forced to offer that you are no longer interested to be a part of Wipro Weather Hiring process.

Steps to follow to accept and save the Internship Letter

To save your copy of Internship Letter, please open this email on desktop/laptop, login to below mentioned acceptance link, click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.

Please note - You will not be able to access the Internship Letter again if you close the window without saving your Internship Letter on the link will expire and will not be able to access the link to open letter page to download the Internship letter.

Please click on the link below to review and accept your internship letter at the earliest using a desktop/laptop.

Click to Complete

Your Login Information

Login Name: [illegible]@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please mark our e-
messages campus@wipro.com

Thanks and Regards,
C[illegible]nus Offer Generation Team
(C[illegible]al Campus Hiring Team) Wipro Limited

This message was sent to [illegible]@gmail.com. If you don't want to receive these emails from the company in the future, please go to
https://wipro.icims.com/icims2/?r=CA8E2300195[illegible]contactId=[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Gmail

Vennela Chennamsetti <vennelachennamsetti2001@gmail.com>

Wipro Offer Letter

Wipro offer letter <wipro+email+36608-23a71a22f3@talent.icims.com>
Reply-To: Wipro offer letter <wipro+email+36608-23a71a22f3@talent.icims.com>
To: vnelachennamsetti2001@gmail.com

Mon, Jan 24, 2022 at 10:09 AM

January 24, 2022

Dear VENNELA CHENNAMSETTI,

Congratulations! We are pleased to offer you the position of Project Engineer at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro Fresher Hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/laptop, login to below mentioned acceptance link, click on Accept, + click on signature check box, + Click on "Submit and Print", + Click on "web browser", + Ctrl+P, + save as pdf + save + select destination on your system to download.

Pl note : You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: vennelachennamsetti2001@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to
manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team) Wipro Limited

This message was sent to vennelachennamsetti2001@gmail.com. If you don't want to receive these emails from this company in the future, please go to
https://wipro.icims.com/icims2/?r=CAME230018838&contactId=1749444)

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

1848140433

TATA (A30)

Offer: Computer Consultancy
Ref: TCSL/CT20213750440/Hyderabad
Date: 16/10/2021

Mr. Yaswanth Krishna Chennupati
1-52/ARamalayam Street,
Near Post Office,
Parchur-523169,
Andhra Pradesh,
Tel# -7780475435

Dear Yaswanth Krishna Chennupati,

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 Service Line: 1800 309 3111 Email: careers@tcs.com

TATA

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 **₹800/-** 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
[illegible]
Tel: 91 [illegible] Fax: 91 [illegible] Website: [illegible]
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service-Helpline: [illegible]

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
Discoverspark, Plot 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 Service Line: 1800 209 2111 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 Confidentially 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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccangrack, Block 1 Gachibowli (Hitec Layout), Kondapur, 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 Helpline: 1800 209 3111 Email: careers@tcs.com

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]
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 Service Line: 1800 209 5111 Email: [illegible]

time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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 Service Line: 1800 209 0111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Yaswanth Krishna Chennupati
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A P

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 93,000

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. 3,800/- 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 Service line: 1800 309 3711 Email: careersatcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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 Service line: 1800 209 3111 Email: careers@tcs.com

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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 Service line: 1800 209 3111 Email: careers@tcs.com

TATA

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, 1996 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 agree to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]
Tel: +91 40 6667 2000 Fax: 91 40 6667 2233 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpline: 1800 209 3111 Email: careers@tcs.com

A31

18481A0433

M

Roll : 18481A0433 , Mphasis_Letter of Intent!

1 message

yeswanth chennupati <yeswanthchennupati@gmail.com> Fri, 26 Nov 2021 at 10:07 am
To: gec.ece.18batch@gmail.com

I got list from mphasis

On Thu, 28 Oct 2021, 5:31 pm Mphasis - Campus Hiring <campushiring@mphasis.com> wrote:

Ref No: MPHTH_CC0023-2128

Dear Chennupati Yeswanth Krishna,

College Name: **Gudlavalleru Engineering College**,

Greetings from Mphasis!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum**.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations.

A31

18-435

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Anni MIDC, Thane - Bhiwandi Road,
Navi Mumbai 400706, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1505586

Letter of Intent ("LOI")

Dear Chiluvoilanka Kumar,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1505598**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1505598**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1505598**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

---

ANNEXURE 1

Chiluvottanka Kumar
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Bathi
Head - Fresher Hiring

This is a system generated document and does not need a signature.

Regd Office: Pune Hospital Rage, Office No. 14, Raja Dakshi Vikhroli Park, Hospital Phase II, MIDC SEZ, Village Bhiri, Taluka Mulshi, Pune - 411001, Maharashtra, India. Tel: +91 20 [illegible] | Fax: +91 20 [illegible] | CIN: [illegible]

A32

Cognizant

19-Jan-2022

Jayasankar Chinnadi
B.Tech Electronics & Communication Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Jayasankar Chinnadi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant Gen2® program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal Individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Salary Payslip for the Month of October-2022

Pay Period [illegible]

Chinta Mayhew

HCL Tech

[illegible]	[illegible]	Bank Name & Account No.	[illegible]
[illegible]	[illegible]	Location of WLs	[illegible]
[illegible]	[illegible]	Department	[illegible]
[illegible]	[illegible]	Band	[illegible]
[illegible]	[illegible]	Days Included in Month	[illegible]
[illegible]	[illegible]	CBP Current/Previous Month	[illegible]
[illegible]	[illegible]	Sandwich Leave Current/Previous Month	[illegible]

Salary/Monthly Salary	[illegible]	Earnings	[illegible]	Deductions	[illegible]
Basic Salary	[illegible]	Basic Salary	[illegible]	Rs. PF contribution	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]		
Medical Allowance	[illegible]	Medical Allowance	[illegible]		
Conveyance Allowance	[illegible]	Conveyance Allowance	[illegible]		
Food Wallet	[illegible]	Food Wallet	[illegible]		
Total Salary/Rs Salary	[illegible]	Gross Earnings	[illegible]	Gross Deductions	[illegible]
				Net Pay	[illegible]

Income Tax Computation

Earnings [illegible]	Projected / Actual Taxable Salary		Contribution under Chapter [illegible]		Monthly Tax Deductions	
	Taxable Income till Pr. Month	[illegible]	Investment Fund	[illegible]	[illegible]	[illegible]
	Current Add Taxable Income	[illegible]	Voluntary PF	[illegible]	[illegible]	[illegible]
	Projected Monthly Salary	[illegible]			[illegible]	[illegible]
	Taxable Non-Perks	[illegible]			[illegible]	[illegible]
	[illegible]	[illegible]				

Income Tax Computation

Employee Gift Id	Projected / Actual Taxable Salary		Contributions under Chapter VI-A		Income Tax Reference
	Taxable Income (Gift Id - Mode)	0.00	Provident Fund	[illegible]	[illegible]
	Current Sub Taxable Income	21,[illegible]	Voluntary PF	[illegible]	[illegible]
	Projected Standard Bonus	[illegible]			[illegible]
	Taxable Ann Perks	0.00			[illegible]
	NPS VR contributions	0.00			[illegible]
	Gross Salary	[illegible]			[illegible]
	Standard Deduction	[illegible]			[illegible]
	Exemption U/S 10	0.00			[illegible]
	Tax on Perquisites (Incl. Tax)	0.00			[illegible]
	Income under Head Salary	[illegible]			[illegible]
	Income on House Property	0.00			[illegible]
	Gross Total Income	[illegible]			[illegible]
	Agg of Chapter VI	[illegible]			[illegible]
	Total Income	[illegible]			
	Tax on Total Income	0.00			
	Tax Credit	0.00			
	Health and Education cess	0.00			
	Tax payable	0.00			
	Tax deducted to Ite	0.00			
	Balance Tax	0.00	Total	[illegible]	Total

[illegible]

Page 1 of 1

5-437

18-1437

HCL Technologies Limited
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Noida - 201 301, NCR Delhi, India
T +91 120 6125000 | F +91 120 6125001
Registered Office: 806 Siddharth, 96 Nehru Place, New Delhi - 110 019, India
www.hcltech.com
www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: September 30, 2022

Dear Chinta Moulika,
1-36, North Chirravuru Lanka, Inugudem, Andhra Pradesh,
Andhra Pradesh, India, .

Dear **Chinta Moulika,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd.** (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 6, 2022** at **9:00 A.M** at the following address: **Chennai(02-0085-04-GF-11&12,17,29-wd008)**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **₹3[illegible]** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12** months from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP, INDIA
T: +91 135 4024730, 2501800 F: +91 135 2425623
Registered Office: 806 Edelhurst, 90, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
A-10, Sector 1, NOIDA 201 301, UP, India.
T: +91 120-4026700, 3217800 F: +91 120-2435853
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
CIN: L74140DL1991PLC046369

ANNEXURE 3

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL Technologies Ltd., we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you. This is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai

2. Medical Check up:

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.+ In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

Signature of Employee:

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement (showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember:

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / Induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and All ANNEXURES)	2
2	Extension Letter (If the Date of joining in the offer letter is past dated)	1
3	Passport -Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1

Signature of Employee

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	5

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL Onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (Immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1030 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No.	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India) **Tuesdays, Wednesdays and Fridays:** Akshi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Ullo) Road), Echo Special Economic Zone, 602/3, Mudlingambakkam Village, Sholinganallur-Mamallapuram High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -43 Unitech Infospace, 5th Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 3-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Connect Ltd,Arena Tower, Ground Floor, Road No 13, MIDC, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC 01, 2nd Floor – Induction Room, Chak Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MAMALLAPURAM	HCL Technologies Ltd, Sez Unit-1, Tower-1, Flood, Special Economic Zone, Survey No. 1/7, 1/5, 1/16, 1/10, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Kanchipuramkulam Village-Mamallapuram Tamil Nadu-603020
10	Nagpur	HCL Technologies Ltd, Plot No.3, Sector 22, Mihan SEZ, Nagpur

11	Coimbatore	State Street HCl Services | Human Resources | Module – 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore – 641014,Extn : 04226657526)
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521103

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC045249
8 Dr. Sector 1, NOIDA 201 301 UP India
T +91 120 8294100, 5227800 F +91 120 5626600
Registered Office: 806 Godfrey Dr, 90, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Bond.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (including variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

HCL TECHNOLOGIES LTD
Corporate Identification Number: L74140DL1991PLC046369
A-36, Sector 1, NOIDA 201 301, UP India
T: +91 120-4024700, 3237000 F: +91 120 2424833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

HCL TECHNOLOGIES LTD
Corporate Identification Number L74140DL1991PLC046369
A-10, Sector 1, NOIDA 201 301, UP, India
T: +91 120-6245126, 3117800 F: +91 120 2412013
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 10.00 lakhs.

- **Term Life Insurance (Including EDLI):** At HCL, you will be covered under the Term-life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer:
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of investment or tax saving measures in any form and that the same is individual's discretion / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, amend or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 1-56, North Chirravuru Lanka, mopidevi, Andhra Pradesh, Andhra Pradesh, India, .
Email ID: mouika.chintu2001@gmail.com
Telephone Number: [redacted]

HCLT Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
A-10, Sector 1, NOIDA 201 301, UP India
T: +91 120 4683700, 4683800; +91 120 2527650
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have attached and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Signature of Employee:

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions. I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records. I agree to keep and maintain adequate and current written records of all inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. Non-Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorise directly or indirectly to be solicited for employment, or cause or authorise directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. Non-Competition: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business, Security, Customer Experience, Marketing etc.) or vertical (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services, Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion. The Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM rootkit), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, disclosing, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such losses from me.

8. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-39, Sector 1, NOIDA 201 301, UP India
T: +91 120 4024700, 5227881F: +91 120 2426653
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com
www.hcl.com

16. **Integration:** I understand and agree that this Attachment is part of my Integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Chinta Mavilka
September 20, 2022

18481A0437

18481A0437

Ch. Moulika

[illegible] Gmail - HCL || Offer Update

Gmail

moulika chinta [illegible]

HCL || Offer Update

Anushka Sharma [illegible]
To: "corporatesolutions@[illegible]" [illegible]
Cc: Preeti Sharma [illegible]

Wed, Jan 13, 2022 at 6:44 PM

Classification: Internal

Dear Campus Partner,

We are giving an opportunity to few already selected candidates with HCL to enhance their offer.

We will be scheduling technical interviews for few candidates who got selected on **3.85 LPA** package with HCL. If they clear the technical interview they will be offered the package of **4.75 LPA**. If not, then their package will remain the same, that is, **3.85 LPA**.

This opportunity is given basis their comprehensive test score and interview score.

Please note: The technical interview will not have any effect on current offer the candidate is holding will HCL.

PFA list of candidates who got selected on 3.85 LPA from your college who are eligible for this opportunity.

Kindly help us with the candidates' names amongst the list who are willing to appear for the technical interview.

Please help us with the resumes of the interested candidates for the same.

Thanks and Regards,

Anushka Sharma

Campus Hiring Team

www.hcltech.com

www.hcl.com

HCL

[illegible]

- [x] Bankruptcy trys, ulya
  [illegible]

A34

CH VISHAL JAYA SURYA
1863140639

M

Wipro Campus Update_LOI

1 Attachment

Campus HR Team <wipro-remain2f5ap2b8f9b2bb4@talent.wipro.com> Sun, 31 Oct 2021 at 9:48 pm
Reply to: Campus HR Team <wipro-remain2f5ap2b8f9b2bb4@talent.wipro.com>
To: vishaljayasurya@gmail.com

October 31, 2021

Dear Chemha Jaya Surya,
Resume Number : 22910000

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TBA II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,470
HRA	5,805
Bonus	1,334
Wipro Benefits Plan (WBP)	4,588
Total Fixed Cash	**24,688**
PF (Employee Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	400
Variable Pay	
Target variable Pay	1,499
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link (Click to Complete) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited

Karma Shollen
General Manager-Human Resources

This message was sent to [illegible] If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

18-440

cognizant

Cognizant Technology Solutions India Private Ltd

Payable for the month of Nov 2022

Financial Period 2022-2023

From A Confidence

Associate Information			
Mr. Chandrika Samarendra			
Associate ID	[illegible]	Location	[illegible]
Designation	[illegible]	P.A.N	[illegible]
Gender	[illegible]	Bank A/C	[illegible]
Date Of Joining	[illegible]	UAN Number	
PF A/C	[illegible]	Status	Sales Confirmed
E.A.D	[illegible]	Acquisition Calendar Days	[illegible]
Sri Policy No		Paid Days	[illegible]
[illegible]		Loss of Pay Days	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Professional Tax	[illegible]
House Rent Allowance	[illegible]	Provident Fund Employee Contribution	[illegible]
Conveyance Allowance	[illegible]	TDS	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Advance Salary Bonus	[illegible]		
Incentive Allowance - SITE	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deduction	[illegible]

Net Salary = (A) - (B)	[illegible]

[illegible]

Cognizant

18-440

23-Apr-2023

Dear Chinakala Saimalavika
B.Tech, Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 19766231

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 **455,500/-**. 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, 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.

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

Please note:

1. This appointment is subject to satisfactory 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 only **15 days** 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 (if offered to you) as detailed below.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be reviewed through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b). Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (if offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidate(s) would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://connect2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Compensation and Benefits

Name: Chirakara Ramakrishna **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus**	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

Note: The Insurance amount may vary subject to market conditions from time to time.

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

leave by adhering to the conditions as specified in the Cognizant India Leave policy.

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indicative:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement - Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ (between)

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

AND

Chirakala Sarmalavika, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 3 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business.
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices.
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities.
d. you have the right to amend, rectify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for considerate and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company.

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorised Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period, and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons as authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of this Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

– Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

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

Cognizant Technology Solutions India Private Limited	**Chirakala: Balmulavika**
Sign: _____	Sign: _____
Name:	Date:

Cognizant

CH SAI ANANYA
18BT1A0440

15-Jan-2022

Chinkala Sainalavika
B.Tech Electronics & Communication Engineering
Bodduvallery Engineering College, Gudavallery

Dear Chinkala Sainalavika,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Through Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SanC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

shipment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

A36

Ch. Meenakshi

M

HCL : CTC offer upgrade - 6.25 LPA : Important Announcement

1 message

[redacted]

[redacted]

Dear Brahmar Vadlo

Dear Nalini Kiran,

Congratulations for your selection!

At HCL, we believe in empowering human potential, and our employees remain one of our biggest assets. Employee first philosophy is deeply embedded within our culture, where employees receive happy, progress and prosperity.

We are glad to confirm details you need/expected in your offer:

- CTC is upgraded to INR 6.25 LPA (from INR 5.63 LPA)
- Service Agreement is now reduced to 12 months (earlier 18 months), in case you leave in between, you shall be liable to pay full CTC (equal INR 6.25 L) to the organization

Please note :

1. You should be willing to work in any location within India, i.e. CNA / operations work & ER&D, as assigned by HCL Technologies
2. Post joining with HCL, a Letter to BGV Executive, for new Policy Covers specific policy and Eligibility criteria is attached
3. Minimum 70% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs

We will initiate your pre-joining BGV process in next few weeks.

We wish you very best for your graduation completion!

For any queries feel free to write to [redacted]

Best Regards
Mahesh Dhawale
Lead Campus Relations
HCL Technologies

HCL

[redacted]

[redacted]

Cognizant

18-443

19-Jan-2022

Viswa Bharathi Choutapalli
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Viswa Bharathi Choutapalli,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the mills of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

(payment and leave apart) will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

A38

18-1-15

wipro

APPOINTMENT LETTER

July 10, 2020

Dear Tanu Bhawani Sankar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. The retirement age is 58 years.

c. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

d. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

e. This offer of appointment is subject to your successful completion of all pre-hire requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prior to the date of appointment.

f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay – The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. myapps.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your

employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

iii. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information (including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the presumption that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally. If required, in this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post-Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre Joining programs, Self directed learning modules, MOOCs, in-classroom learning, on the job training, Tool Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of atleast 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of sum Rs. 75,000 (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company (before you are relieved), all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policycleaninghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policycleaninghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I, Dana Bhavani Sankar confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

i. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

ii. processing my job application including background verification checks;

iii. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Dana Bhavani Sankar **Career Group: Group B1**

Position: Project Engineer

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	8,115
Bonus	1,500
Wipro Benefits Plan (WBP)	8,757
Total Fixed Cash	**36,767**
PF (Employer Contribution)	2,201
Gratuity (5.21% of Basic)	974
Total Fixed Compensation	**42,942**
Other Compensation Benefits	
Health benefit (Medical)	500
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	**45,934**
Total Cost to Company per annum	**5,50,008**

*You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following unique Company Benefits to help you manage during exigency:

a. Onetime interest free loan of Rs. 30,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage

4. Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
5. Medical Insurance Coverage up to Rs 2 lacs per annum.

ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE - V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to checklist on joining. The maximum LTA that can be considered for IT exemption is Rs

90,000

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ bulk/ routers/ GPRS/ etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under VBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under VBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month- up to a maximum of 2 children is eligible for IT exemption under VBP.

5. New Pension System:

You can contribute between 3% up to 10% of your Basic towards NPS and declare it under VBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + VBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > My Policies -> India->My Travel> Transfer Policy-Team Rainbow

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance Program (MAP)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slash is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs.3,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myHipro which is accessible on joining.

   Base Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B2 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 30 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 30 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 18 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPA) Program: Rs. 12,00,000 Through GPA you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per SCLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Hipro.

accessible on joining. Access through My Wipro -> My Policies -> Inetta > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

3. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance. A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year). Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > Inetta -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Skill Preferences 1 : CEP-SAP-ABAP

Skill Preferences 2 : CEP-SAP-BASIS

Skill Preferences 3 : CEP-ORACLE APPS

Location Preferences 1 : Hyderabad

Location Preferences 2 : Chennai

Location Preferences 3 : Bangalore

☑ Accept ☐ Decline

☑ **Signature** Dani Shaveri Sankar 12/7/2022 11:30 AM

(checking the checkbox above is equivalent to a handwritten signature)

Responsible Offices

Wipro Limited	T +91 (0)2 2644 0011
Unit/Internet	T +91 (0)2 2644 0004
Services Point	E info@wipro.com
Recognition Info Site	W wipro.com
Info	[illegible]

22998780

A39 18-1146

cognizant

Cognizant Technology Solutions India Private Ltd

Payslip for the month of Oct 2022

Financial Period 2022-2023

Private & Confidential

Employee Information			
Mr. Ravi Mohan Yadav			
Employee ID	[illegible]	Location	[illegible]
Designation	Programmer Analyst Trainee	PAN	[illegible]
Gender	Male	Bank A/C	[illegible]
Date Of Joining	[illegible]	ESI Number	
PF A/C		Status	[illegible]
UAN	[illegible]	Available Calendar Days	[illegible]
LA Policy No.		Paid Days	[illegible]
[illegible]		Loss of Pay Days	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Professional Tax	[illegible]
House Rent Allowance	[illegible]	Provident Fund Employee Contribution	[illegible]
Conveyance Allowance	[illegible]	[illegible]	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Advance Salary Bonus	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

Net Salary (A)-(B)	[illegible]

This is a computer generated payslip, and is not valid without seal.

Candidate Name (E)
[illegible]

Date of Joining
[illegible]

Telephone Number
[illegible]

Blood Group
[illegible]

Date of Birth
[illegible]

Mail Card
[illegible]

Aadhar Card Number
[illegible]

Capstant Address
[illegible]

[illegible]

Security Health & Safety Guidelines for Visitors in Capstant Premises

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Emergency Contact

- [illegible]
- [illegible]

[illegible]

Candidate Name (E)
[illegible]

Date of Joining
[illegible]

Telephone Number
[illegible]

Blood Group
[illegible]

Date of Birth
[illegible]

Mail Card
[illegible]

Aadhar Card Number
[illegible]

Capstant Address
[illegible]

Cognizant

13-4846
496

15-Jan-2022

Dasi Mohan Venkat
B.Tech Electronics & Communication Engineering
Godavaltaru Engineering College, Godavaltaru

Dear Dasi Mohan Venkat,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: D. Nithin Yadav **Date:** 02/2022

A40

CSS CORP

Date:27th Nov 2021

18481A0447

LETTER OF INTENT

Dear DEEVULLA VENNELA,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in **"Wireless Networking Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on **3rd January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend 'virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 55% attendance. An entrance/pre-assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

CSS Corp Private Limited
CIN: [illegible]
[illegible]
[illegible]

D. Vennela

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs. 10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.

11. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competence, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
12. Refer to the honours on the curriculum outline & the cloud lab access provided to you as part of the internship program.

13. CSS Corp reserves the right to withdraw the admission at any stage, in case you do not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

CSS Corp Private Limited
CIN: U72002TN2000PTC135034
Regd Address: Plot No.22 Abd, 6th, 7th & 8th Floor, Arnold IT Park, Industrial Estate,
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

14. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.

15. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

Letter of Intent

Doc Ref. No.:QC20221735 Date of Issue: 12th JUNE 2022

Dear KONALA VANITHA,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

A42

Cognizant
18-450

15-Jan-2022

Dimmiti Basidhar
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Dimmiti Basidhar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month aquated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

placement and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

May 11, 2022

IBM India Private Limited
Manyata Embassy Business Park,
C2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-491 [illegible]
http://www-07.ibm.com/in/careers/

Dear Doddaka Vedabarshini

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

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

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

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

D. Vedaharshini

1848 1 A 0451

IBM

November 24, 2021

IBM India Private Limited
Manyata Embassy Business Park,
C2 Block, Nagavara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49133999
http://www-07.ibm.com.in/careers/

Dear Deddaka Vedaharshini,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

You may have an opportunity to undergo an IBM Orientation Program specially designed for all college campus hires which will be conducted at your college or external premises. This training is to enable you to acclimatize to the industry and refresh your technical skills. These are voluntary programs, and you may also opt to ensure that your technical skills are up to date, on your own initiative. Should you choose to undergo this program, a separate communication with terms and conditions may be issued to you in this respect.

You may be required to clear additional assessments to the satisfaction of IBM, before a formal offer of employment is issued.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader GIA

COVID-19: IBM Initiatives for Employees and Communities

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

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

Employee Well-being and Safety

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

- **Meal Delivery Service**
  We have tied up with Hungerbox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

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

Mobilizing the collective power of the IBMers

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

Leveraging our voice and influence to rally global support

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

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

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

ID CARD APP

Raise Request View Request

cognizant

Giribabu
Dondapati

Update Image

2159784

Emergency Contact
9866816061

If found, please inform 1800 258 2345

Cognizant Technology
Solutions India Pvt. Ltd

#5/535, Old Mahabalipuram Road,
Okkiam - Thoraipakkam, Chennai -
600096, India

452

Letter of Authorization – Background verification

I hereby certify that all the statements made in this document are true and are given by me out of my own free will.

I hereby confirm and agree that any submission of false or misleading information will entitle Cognizant Technology Solutions India Pvt Ltd ("**Cognizant**") to terminate my employment forthwith.

I state that Cognizant may request a credit and/or background check from a credit reporting agency or related service and I understand that I have a right to make a written request within a reasonable time for the disclosure of the name and address of the credit reporting agency so that I may obtain a complete disclosure of the nature and scope of any investigation.

I understand that the records will be used only for such purposes arising out of my employment and will not be given to any unauthorized person.

I hereby authorize Cognizant and/or its agents to conduct any reference check, criminal background check in any jurisdiction across globe and background verification so that the hiring decision may be evaluated at any point of time.

I hereby agree that during the course of the reference checks and background verifications, my previous employers or such persons contacted for checks and verifications may be informed that the reference checks and background verification are done on behalf of Cognizant.

I hereby authorize Cognizant to share the reference checks and background verification reports to such third party as may be required for audit and other reasonable purposes.

In the event that Cognizant is unable to verify any reference stated in this application, it is my responsibility to furnish the necessary documentation.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.

*SIGNATURE:

*FULL NAME (IN CAPITAL: DONDAPATI GIRIBABU

*DATE: 13-10-2022

Note Instruction:

Kindly do not paste digital signature. Please print this page and sign it. Mention your name per PAN and scan the form and upload in onboarding portal.

452

cognizant

Cognizant Technology Solutions India Private Ltd

Payslip for the month of Dec 2022

Financial Period 2022-2023

Private & Confidential

Associate Information			
Mr. Lizbaba Boadagod			
Associate ID	[illegible]	Location	[illegible]
Designation	Registered Auditor Trainee	PAN	[illegible]
Grade	[illegible]	Bank A/C	[illegible]
Date Of Joining	[illegible]	CO Number	
PF A/C	[illegible]	Status	[illegible]
UAN	[illegible]	Available Calendar Days	[illegible]
SA Policy No	[illegible]	Paid Days	[illegible]
SA LIC ID	[illegible]	Loss of Pay Days	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Professional Tax	[illegible]
Home Rent Allowance	[illegible]	Provident Fund Employee Contribution	[illegible]
Conveyance Allowance	[illegible]	TDS	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Advance Salaries Bonus	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

Net Salary [illegible]	[illegible]

Authorised

Cognizant

18/4/2022

(45)

15-Jan-2022

Giribabu Dondapati
B.Tech Electronics & Communication Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Giribabu Dondapati,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor concepts, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: Date:

Ce -201

HCL Technologies Limited
Corporate Identity Number (CIN) [illegible]
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA 201 304 (UP), India
T +91 120 [illegible] | +91 120 [illegible]
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com
www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: September 22, 2022

Dear JYOTHIRMAI ADUSUMILLI,
shendrala,gudlavalleru mandalandhra pradesh, chandrala,
Andhra Pradesh, India, 521230

Dear **JYOTHIRMAI ADUSUMILLI,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 26, 2022** at 9:00 A.M at the following address **Chennai(IN-TN)-Sri-SP,1F,3F,3F,1-464-466.**Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **[illegible]** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrears/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
B-39, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4689999, 2527000/1 ; +91 120 2526101
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
[illegible]

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL Technologies Ltd., we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Chennai**.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

HCLT Confidential

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or on extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

Signature of Employee:

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits.

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

HCL TECHNOLOGIES LTD.
Corporate Identification Number L74140DL1991PLC046369
B-35, Sector 1, NOIDA 201 301, UP, India
T +91 120 4024700, 2537800/F +91 120 2400850
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, Most salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** – Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / Induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer /Appointment Letter with Cost to Company (CTC and its) MANDATORY)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1

HCLT Confidential

Signature of Employee:

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/posting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No.	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, EMMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India) **Tuesdays, Wednesdays and Fridays:** Akash Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (SdB2 Build), Estate Special Economic Zone, 82/3, Thoraipakkam Village, Thoraipakkam-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Sigma Industrial Area, Bommasandra-Sigma Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, 1th Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitex City 3- Survey No. 30,33,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower- 7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sol, Pune-411013
7	MUMBAI	HCL Connect Ltd,Arena Tower, Ground Floor, Road No. 13, MIDC, Andheri East, Opp Sunflower Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chak Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226001
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 3/1, 2/2, 4/2, & 5, Plot No. 5&7,Sarathakulam Village Madurai Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

51	Coimbatore	State Street HCL Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn - 04226657526)
52	Vijayawada	State Street HCL Services Private Limited,Medha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc, and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCE BENEFIT

You and your dependents will be covered under Social Security as per the law and insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependents declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well, however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

Signature of Employee:

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employee's contribution, 8.33% of monthly basic or INR 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form 11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 Lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal income tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting or aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, amend or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: chandrala,gudlavalleru mandal,andhra pradesh, chandrala,
Andhra Pradesh, India, 521356
Email ID: jyoshnasunil0123@gmail.com
Telephone Number: 8099186130

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
A-10, Sector 1, NOIDA 201 301 UP, India
T +91 120 4683000, 2511000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with regard to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

A. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

B. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Signature of Employee:

Company's proposed business, product or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions. I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my rights, title, and interest in and to any/all invention(s), original works of authorship, developments, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records. I agree to keep and maintain adequate and current written records of all inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Signature of Employee:

Exception to Assignments: I understand that the provisions of this Agreement requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (in) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development; or (iii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. Non-Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. Non-Competition: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITIS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion, the Employee hereby acknowledges and agrees to the same.

Signature of Employee:

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP India
T +91 120 4614700, 2222884 F +91 120 2425850
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

10. **Integration:** I understand and agree that this Attachment is part of my Integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

JYOTHIRMAI ADUSUMILLI
September 22, 2022

A-46

Cognizant

19-402

19-Jan-2022

Yasasvi Boppidi
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Yasasvi Boppidi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Vijaya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

LE 404

HCL TECHNOLOGIES LTD.
Gopalan Kinetic Bunker, [illegible]
Technology Hub, Gurgaon Sector, [illegible]
Phone: [illegible]
T: +91 [illegible]
Registered Office: [illegible]
www.hcltech.com
www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: November 11, 2022

Dear GUDAVALLI MADHU LATHA,
1-155,Kandlagudem,Padatummidi
Bantumilli (Mandal) ,Krishna, Krishna,
Andhra Pradesh, India, 521329

Dear **GUDAVALLI MADHU LATHA,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **November 30, 2022**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and related across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Debasis Sarkar
Sr. VP, Head-Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL Technologies Ltd.**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Chennai**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

8. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

9. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective LE Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

10. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

11. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

12. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

11. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

12. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

13. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

14. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

15. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

16. Other Rules and Regulations of the Company

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
9-10, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4024100, 2525600 F: +91 120 2479810
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA 201 301, UP India
T +91 120 4624392, 3027369 F +91 120 4624392
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorisation)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember:

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCL Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (If the Date of Joining in the offer letter is past dated)
3	Passport - Name & DOB page as proof
4	10th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.

HCLT Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA (N.C.R), UP, India.
T: +91 120 4626000, 0120 6000 F: +91 120 2400333
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India.
www.hcltech.com

Dear NEW JOIN

- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employees must enter/submit correct/accurate Aadhar number on joining portal so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc. HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 10:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCL Onboarding team within 7 days of your date of joining, either in person or through courier.

<u>Location of HCL Onboarding Team for Joining formalities:</u>

S. No.	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. - 1, Akash Induction Room, Ground Floor, Tower – 1, Hub SEZ, Plot No 9A, Sector 126, Noida - 201303 UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Road), Elcot-Special Economic Zone, 92/3, Sholinganallur Village, Sholinganallur-Mallavaram High Road, Chennai 600119
3	BANGLORE	HCL Technologies Ltd, 541 (A02), 6th Floor, Tower 4, Special Economic Zone (SEZ), 120, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dn Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-018, Special Economic Zone, Phoenix Infocity Pvt Ltd, Survey No. 30,34,35 & 36, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-1, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chuck Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room 1, Lucknow, Uttar Pradesh (22001)
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , , Plot No. 1 & 7, Sunteckcity Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04223657126|
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Rasarapalli, Gannavaram, Krishna District 521102

HCLT Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 7, NSDA 201 301, UP, India
T: +91 120 4639700, 2537999 F: +91 120 2425850
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (including variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various Insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows:

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

ANNEXURE V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organisation, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment

with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
T: +91 [illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. Non-Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. Non-Competition: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security, Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirements, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
T: +91 [illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

68. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

GUDAVALLI MADHU LATHA
November 22, 2022

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 1-255,Bandlagudem,Pedalumnadi
Bantumilli (Mandal) ,Krishna, Krishna,
Andhra Pradesh, India, 521325
Email ID: madhugudavalli27@gmail.com
Telephone Number: 8341748223

Letter of Intent

Doc Ref. No.:QC20221735 Date of Issue: 12th JUNE 2022

Dear MUDDAM ANANYA,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

Cognizant

19-402

19-Jan-2022

Deepthi Mallula
B.Tech Electronics & Communication Engineering,
Gudlavalleru Engineering College, Gudlavalleru

Dear Deepthi Mallula,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IP, infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenE program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Letter of Intent

Doc Ref. No.:QC20221735 Date of Issue: 12th JUNE 2022

Dear MUDDAM ANANYA,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

Salary Payslip for the Month of October-2022

Pay Period 01.10.2022 to 31.10.2022

Sankarsetti Lakshminaga Venkata Sneehita

HCLTech

HCL Technologies Ltd.

Employee ID	: [illegible]	Bank Name & Account No.	: ICICI BANK LIMITED [illegible]
Person ID	: [illegible]	Location (PWS)	: [illegible]
Designation	: GRADUATE DEGREES TRAINEE (GDT)	Department	: [illegible]
DOJ / Gender	: [illegible] / Female	Band	: B1
PAN No	: BRCPS[illegible]L	Date worked in month	: 31.00
PF UAN/Pension No*	: [illegible]	LWP Current/Previous Month	: [illegible]
ESIC No	:	Sabbatical Leave Current/Previous Mon	: [illegible]

Standard Monthly Salary	INR	Earnings	INR	Deductions	INR
Basic Salary	[illegible]	Basic Salary	[illegible]	LWP Monthly	[illegible]
HRA	[illegible]	Act. Basic Salary	[illegible]	Tax PF contribution	[illegible]
Holiday Allowance	[illegible]	HRA	[illegible]		
Compensatory Allowance	[illegible]	Act. HRA	[illegible]		
Food Wallet	[illegible]	Holiday Allowance	[illegible]		
		Act. Holiday Allowance	[illegible]		
		Compensatory Allowance	[illegible]		
		Act. Compensatory Allowance	[illegible]		
		Food Wallet	[illegible]		
		Act. Food Wallet	[illegible]		
		Medical Perm. Payslip	[illegible]		
Total Standard Salary	[illegible]	Gross Earnings	[illegible]	Gross Deductions	[illegible]
				Net Pay	[illegible]

Income Tax Computation

Exemption U/S 10	Projected / Actual Taxable Salary		Contribution under Chapter VI A		Monthly Tax Deduction	
	Taxable Income (E-N-Month)	[illegible]	Provident Fund	[illegible]	April'22	[illegible]
	Gross Salary	[illegible]	Voluntary PF	[illegible]	May'22	[illegible]
	Projected Standard Salary	[illegible]			June'22	[illegible]
	Taxable Perq Perks	[illegible]			July'22	[illegible]
	NPS 80 non-deducts	[illegible]			August'22	[illegible]
	Gross Salary	[illegible]			September'22	[illegible]
	Standard Deduction	[illegible]			October'22	[illegible]
	Exemption U/S 10	[illegible]			November'22	[illegible]
	Tax on Employment (Prof. Tax)	[illegible]			December'22	[illegible]
	Income under Head Salary	[illegible]			January'23	[illegible]
	Interest on Home Property	[illegible]			February'23	[illegible]
	Gross Total Income	[illegible]			March'23	[illegible]
	Aggr of Chapter VI	[illegible]				
	Total Income	[illegible]				
	Tax on Total Income	[illegible]				
	Tax Credit	[illegible]				
	Health and Education cess	[illegible]				
	Tax payable	[illegible]				
	Tax deducted so far	[illegible]				
	Balance Tax	[illegible]	Total	[illegible]	Total	[illegible]

* This is a computer generated payslip and does not require signature or any necessary seal. All the best payments like Medical E.T.C.etc. pay are will be subject to one time tax deduction as per applicable tax rule.
*The net pay shown pay slip has yet processed after consideration of payroll input i.e. compensation letter, Tax deduction on monetary payment input provided and processed based on U/ 192A of the rules.

Le-410

[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: September 23, 2022

Dear Narkotmilli Lakshminaga Venkata Suamitha,
., Machilipatnam,
Andhra Pradesh, India, 521001

Dear Narkotmilli Lakshminaga Venkata Suamitha,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in Band E1.1.
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 23, 2022** at 9:00 A.M at the following address **Chennai[illegible]** Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **[illegible]** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4626700, 2527069 F: +91 120 2425810
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number L74140DL1991PLC046860
B-16, Sector 5, NOIDA 201 301, UP, India
T +91 120 4024700, 2537880/F +91 120 2400850
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

ANNEXURE A

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL Technologies Ltd., we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Programs

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

HCLT Confidential

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary Agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure B to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.* In case the Prospective Employee fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employee fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

Signature of Employee:

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's Business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employer will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP, India.
T: +91 120 4369700, 2537800/8 ; +91 120 2429820
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com

www.hcl.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date.
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving Licence, , Rental agreement or lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(joining form) form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and form 16, if company is active, employer's active address.

Things to Remember:

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and All Allowances)	1
2	Extension Letter (If the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof	1
4	10th Mark sheet, only if passport is not available	1

HCLT Confidential

Signature of Employee:

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Providend Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of joining, check with your Recruiter on the progress/status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Trivani Induction Room, First Floor, ANMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India) **Tuesdays, Wednesdays and Fridays:** Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-3 (Sdlc) Rust, Ecitc Special Economic Zone, 80/5, Shollinganallur Village, Sholinganallur-Mahabalipuram High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (SCC), 6th Floor , Tower-4, Special Economic Zone (SCC), 1/3, Egoor Industrial Area, Bommasandra Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A2 Unitech Infospace, Dh Block, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2- Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Wide, Andheri East, Opp Gamfaure Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chak Gajaria Farm, Telibagh Road, Lucknow, Uttar Pradesh-226022
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/1, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Kandhakulam Village Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Bilhari IEZ, Nagpur

HCLT Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-39, Sector 1, NOIDA 201 301, UP, India
T: +91 135-4034700, 2031940 F: +91 135 2420622
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

11	Coimbatore	State Street HCl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526)
12	Vijayawada	State Street HCL Services Private LimitedMadha IT Towers, Third Floor,Kesaragalli,Bantrawaram,Krishna District 521102

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
T: +91 [illegible] F: +91 [illegible]
Registered Office: [illegible]
www.hcltech.com

ANNEXURE IV

DESCRIPTION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurance Benefits

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is mandated across organisation and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company owned Accommodation value. For those who are not staying in a owned accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 10,000 spread over 12 months.

- **Adhoc Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

Signature of Employee:

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCE BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various Insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well, however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form 11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26) of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer:
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, supporting any aspects of business or tax saving measures in any form and that the same is individual's decision / personal choice.
Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, suspend or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: , Machilipatnam,
Andhra Pradesh, India, 521001
Email ID: [illegible]@gmail.com
Telephone Number: 9441[illegible]

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively **"Company Parties"**), to which I have been privy to by virtue of being an employee of the Company. I understand that **"Confidential Information"** for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as **"Prior Inventions"**), which belong to me, which relate to the

www.hcl.com

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, developments, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Signature of Employee:

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

2. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

3. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

4. Non-Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

5. Non-Competition: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the computing business / product (e.g. Digital Business; Security, Customer Experiences, Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

Signature of Employee:

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Acknowledgment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

38. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Narkotmilli Lakshminaga Venkata Susmitha
September 29, 2022

(A51)

Cognizant

LE-411

19-Apr-2022

Dear Kamali Parisa,
B.Tech, Electronics & Communication Engineering
Dudhalaiteru Engineering College, Gudavallaru

Candidate ID – 1919340

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 401,000/-**. 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, showing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 498,500/-**. 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, 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.

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

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 10 days 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 (if offered to you) as detailed below.

At Cognizant, we invest in skill and capability development of our campus talents even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

Cognizant

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Komali Parias **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7345	88,180
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,388**

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

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

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

Provident Fund Wages:

• For the purpose of computing PF Wages in Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employee State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of the letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:
1. Choose from a bouquet of allowance or benefits.
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

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

AND

Komali Parise, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreements or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business.
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices.
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities.
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any governmental/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine(9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for uninterrupted and complete performance of your duties and responsibilities towards the Company. Subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
iii. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company.

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorised Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period, and/or adjust the vacation accumulated towards part of the notice period.

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

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

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its clients.

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 5, 6, 10 and 13 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the foregoing, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

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

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Named Parties

Sign: _____
Date:

wipro

APPOINTMENT LETTER

March 21, 2022

Dear Vandhanapu Ravi Teja,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leaves, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

b. Variable Pay : The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com.

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company, including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitive information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the preconditions that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education;
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education;
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation;
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post graduation;
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

1846:A 0492

Cognizant

13-454

19-Jan-2022

Elan Raja Sri
B.Tech Electronics & Communication Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Elan Raja Sri,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your internship onboarding will be conducted anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

Unpaid and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Letter of Intent

Doc Ref. No.:QC20221802 Date of Issue: 12th JUNE 2022

Dear NISSI,

Congratulations on your selection with QUEST We look forward to you joining our growth journey asworld's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

18-456

APPOINTMENT LETTER

January 24, 2022

Dear LOKESH ELAPROLU,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, private policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications unbeliefs the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

b. Variable Pay – The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full issued from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

February 16, 2022

Dear LOKESH ELAPNOLU,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing internship in our organization (Wipro Limited (Wipro)) as Intern under the following terms and conditions:

1. Nature of Engagement:

You will be engaged as an **Intern at Wipro.**

2. Duration of training:

The duration of **internship** will be from **February 21, 2022** to **April 08, 2022**. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

   Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your training. This document shall endure during your training and beyond the cessation of your training with Wipro.

18481A0459
G Sai Sree Krishna Kumar
ECE-B

wipro

APPOINTMENT LETTER

January 29, 2022

Dear Sai Sree Krishna Kumar Gandham,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy notified from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prior to the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

[illegible] https://wipro.sdms.com/forms/module/Form/publication-viewForm&view=Hold&form=Elite_Offer_Inter_template_2023&user=[illegible]

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job as requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the manner of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and (or) enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10.th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12.th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such duties as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulas, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any Dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

h. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

i. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

j. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

k. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of interest' policy and I declare that there is no 'Conflict of interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearing@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible].

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Sai Siva Krishna Kumar Gandham, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Sai Siva Krishna Kumar Gandham

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,870
HRA	5,635
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,803
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,66,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE - IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,00,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding

vi. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Member, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro>myPolicies>Common Policies Across Countries>my Financials>Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components and eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Gross Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [illegible] on joining. The maximum LTA that can be considered for IT exemption is Rs [illegible].

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 18,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 50 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under VIBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** Where basic is higher than INR 15,000: 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000: Minimum of 12% of (Basic + VIBP + Additional (Where applicable)) or INR 1800 pm

b. Notional sum indicating contribution of 5.21 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro>> My Policies >> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance Program (MAP): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and ending months in a financial year. The amount mentioned as Medical allowance in your salary slack is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium.10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary, towards the scheme selected by the member. In case 10% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stock of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log into My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Sai Siva Krishna Kumar Gandham 28/1/2022 3:40 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T +91 (80) 3844 0011
Doddakannelli	F +91 (80) 3844 0054
Sarjapur Road	E info@wipro.com
Bengaluru 560 035	W wipro.com
India	C L32102KA1945PLC020800

22968101

Fareportal

Fare Portal India Pvt. Ltd.

Ref. FIPL/Offer/1392/77/2023 Date: **23-sept-2022**

Mr. Sai Chaitanya
Machilipatnam
AndhraPradesh(521001)
Mob: 9303368618

Email ID: saichaitanya@gmail.com

Subject: Offer of Employment

Dear Sai Chaitanya ,

Congratulations!

We are pleased to offer you employment with Fareportal India Pvt. Ltd., for the position of **"Sr. Software Engineer - TECH (Digital)"** subsequent to your job application and interviews you have had with us.

Your cost to company (CTC) would be **Rs. 1320000 P.A (Fixed Rs. 1200000/- & PB (10%) upto Rs. 120000/-** paid annually based on performance and can go upto 125% of the total variable performance pay) which includes the statutory benefits payable by the company. The breakup of salary will be provided to you on your date of joining.

You are also entitled for one time joining bonus of **Rs. 100000** in two equal instalments first **50%** amount will be paid after completion of **3 Months** and second instalment will be paid after completion of **6 Months.**

You are eligible for a performance bonus upto 10% of the fixed base (if any), subject to your individual performance against KPIs assigned to you as well as the company's overall performance as measured by its ***MOAS*** and ***EBITDA***. Your bonus eligibility is prorated based on date of hire. Company reserves the right to amend its bonus program at any time.

You are required to report to the Department of Human Resources on the **31st Day of 'Oct 2022 at 11:00 AM** for fulfillment of your joining formalities, along with the set of documents annexed herewith.

Please note that this offer is valid subject to your positive employment verification, background checks and verification of compensation/financial documents followed by successful completion of the process training.

Everyone you have interviewed with and all the family members of Fareportal join hand in extending you a warm welcome to the company.

Fareportal is a team of professionals and provides a challenging and rewarding career ensuring a high level of job satisfaction with ample opportunities for career growth & development. We are confident that our association will prove to be mutually beneficial.

Please return a copy of the letter, duly signed as a token of your acceptance of the offer. Please note that this offer is valid till the date of your joining only after which it lapses automatically.

Note: In case employee left the organization within 2 years of joining then the paid Joining Bonus amount will be recovered from full and final settlement in case applicable.

For Fareportal India Pvt. Ltd

Birendra Bhandari

Manager – People & Culture

I have read and accept the terms of the offer. I will join duty on or before 31st oct 2022.

Name, Signature & Date

Basic	50000
HRA	25000
Special Allowance	23200
Statutory Bonu	0
Sub Total	**98200**
Employee PF	1800
Employee ESI	0
CTC	**100000**
Employer PF	1800
Employer ESI	0
Take Home	**96400**
Gross CTC Per Annum	**1200000**
Annual Variable (Performance Bonus) Upto	**120000**
Total CTC Per Annum	**1320000**

Your total cost to company (CTC) would be **Rs. 1320000 P.A.** (**Rupees Thirteen Lac Twenty Thousand Only)** which includes the statutory benefits payable by the company.

<u>*There should be no salary discussion. It is against company's policy</u>.

CHECKLIST OF DOCUMENTS	
Below Mentioned Needs To Be Uploaded in OPL At The Tine Of Documentation Formalities.	
Sr. No.	**Activity**
1.	Signature verified and attested by bank
2.	Offer letter
3.	**Attested** Appointment letter of last organizations
4.	**Attested** Relieving /Resignation Letter of previous employer.
5.	**Attested** Latest salary slip
6.	**Attested** Copy of PAN Card
7.	**Attested** Copy of any Govt. identity card
8.	**Attested** Permanent address proof
9.	**Attested** Local address proof
10.	**Attested** Educational Certificates **(Stating from 10th till Highest qualification)**
11.	**Attested** Professional Certificates
12.	**Attested** Copy of Aadhar Card
13.	7 Passport size photographs (in White Background)
14.	Blood Group
15.	Receipted copy/email of resignation from the current organization before date of joining

Fareportal India Pvt. Ltd.

Declaration for BGV

I,.....am aware that my Salary will only be released post clearance of my Positive Background verification; as such, there should be no :-

- pending BGV due to any pending documentation;
- Incorrect / fake/ non relevant document submission for Address check;
- pending response / negative report from your previous employer(s);
- negative report / observation in any BGV check.

In case of non-revert on my employment check due to any reason(Mandate Reliving letter by Previous employer or any other reason) & will assure to get the HR/Supervisor revert through E-mail on employment details shared by me within 3 working days.

My employment is subject to verification of the particulars given by me. My employment will terminate without any notice period if I am found to have submitted any false statement/s or document.

I am aware of Fareportal BGV Policy & it's my responsibility to support Fareportal BGV team for end to end closure.

_____

Signature

Date:-

Letter of Intent

Doc Ref. No.:QC20221803 Date of Issue: 12th JUNE 2022

Dear SEETHARAM,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** **university.relations@quest-global.com**

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

***Disclaimer:** The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.*

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

Program: Congratulations, you have a job offer Inbox

Infosys Freshers Recr... 2 days ago

to Infosys

TATA

53

EMPLOYEE

G. Abhilash Mohan

Offer: Computer Consultancy
Ref: TCSL/CT20213745860/Hyderabad
Date: 16/10/2021

Mr. Gollapati Abhilash Mohan
Dr No.4-1267,Lic Colony,
Podili Road,
Darsi-523247,
Andhra Pradesh
Tel# 91-9848036567

Dear Gollapati Abhilash Mohan,

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 Service Line: 1800 209 3111 Email: careers@tcs.com

TATA

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 Service Line: 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 Servicetime: 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. 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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Gachibowli, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2323 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpline: 1800 209 3111 Email: careers@tcs.com

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of trainee/ship/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)

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6567 2000 Fax: 91 40 6567 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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 overseas 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 Servicebox: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Gottapati Abhilash Mohan
Designation	Assistant System Engineer-Trainee
Institute Name	Gudlavalleru Engg. College, A.P

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	7,800
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,577
Xplore Learning Incentive****		[illegible]

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

* Amount deposited 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. 7800 if the employee is Single. If the employee is married or married with Division 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 Bulk (All Components in INR)

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Discoverpark, 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 Service line: 1800 201 3111 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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 Mirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelines: 1800 209 3111 Email: careers@tcs.com

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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 Service line: 1800 209 3111 Email: careers@tcs.com

TATA

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 agree to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Cherupanam's, Block 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 Helpline: 1800 209 3111 Email: careers@tcs.com

18481A0468

Mindtree
A Larsen & Toubro Group Company

Date:23-Dec-2021

To

Ganesh Gudikoti
[illegible]

Dear Ganesh Gudikoti,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

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 have completed/ complete the Degree which you pursued/ 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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

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. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preferences expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Shelved Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training centers location based on business needs prior to or during your training period.

G Gudikoti

Mindtree

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Ganesh Gaddanti**, 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	GANESH GADDANTI

Annexure 1

Compensation details during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name	: **Ganesh Gaddanti**
Salary Grade	: **C1**
Designation	: **ENGINEER**
Stipend	: **INR 26,000 per month**

Payment will be after deduction of below amount from the monthly stipend

- Premium for Insurance during your learning program will be **INR 300 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 Central Government Company

Additionally, you will be provided with the following options for enhancing your coverage under EMC:

- 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 prorated 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 owing out of changes to the Income tax rules or incentives or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will contain the same.

G Gnatale

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 revised letter shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assistance, 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 E1 will continue. The date of confirmation is reckoned as the start date of service for all personal purposes including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, annual calculation for performance management cycle, increments, progression, variation or bonus as per general policy, leave 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 certificate, 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.

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
- Unauthorised 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 false bills for any reimbursements, submitting false medical certificates, submitting false documents, misuse of access cards, not being available in office without prior intimation 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 regarding 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.

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 liable to pay the final dues, if any, till you have completed all the separation procedures and returned all the properties that Mindtree may have due from you under any forms, form, or hereunder 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 treated 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 declarations made by you during the selection process and subsequently at the time of joining are complete and correct. 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 terminated without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background 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 to observe as required and complete certain 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.

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree whilst at Mindtree location or at a Mindtree customer location.

17.2 You will be expected to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall permanently 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 Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, 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

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, services, 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 allow service, materials, help or access 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 expected 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 only 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 individuals 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 participating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for participating 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.

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 interconnectability/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 use Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

III) 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 solely 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/passes.
- 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 aware of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

Mindtree Offer Letter

Final Audit Report 2021-12-24

Created:	2021-12-24
By:	Mindtree Talent Acquisition Team (Do Not Reply@mindtree.com)
Status:	Signed
Transaction ID:	[illegible]

"Mindtree Offer Letter" History

Document created by Mindtree Talent Acquisition Team (Do Not Reply@mindtree.com)
2021-12-24 - 8:15:42 AM GMT - IP address: 20.40.50.221

Waiting for Signature by G Ganesh (guddantiganeshbb@gmail.com)
2021-12-24 - 8:15:46 AM GMT

Document e-signed by G Ganesh (guddantiganeshbb@gmail.com)
E-signature Fowled by Mindtree Talent Acquisition Team (Do Not Reply@mindtree.com)
Signature Date: 2021-12-24 - 8:15:14 AM GMT - Time Source: server - IP address: [illegible]

Agreement completed.
2021-12-24 - 8:15:18 AM GMT

wipro

APPOINTMENT LETTER

March 22, 2022

Dear Badrinath Gundu,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible].

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics (Policies) as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company irrespective of the circumstances of, or the reasons for, the cessation.

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which projects you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority, or under from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

Cognizant

18-473

(53)

54

15-Jan-2022

Seershveda Guntaka
B Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Seershveda Guntaka,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 2 to 8 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

(stipend) and leave spend will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Fareportal

Fare Portal India Pvt. Ltd.

Ref. FIPL/Offer/1392/77/2023 Date: **23-sept-2022**

Mr. Jayadeep
Machilipatnam
AndhraPradesh(521001)
Mob: 9303368618

Email ID: jayadeep01@gmail.com

Subject: Offer of Employment

Dear Sai Chaitanya ,

Congratulations!

We are pleased to offer you employment with Fareportal India Pvt. Ltd., for the position of **"Sr. Software Engineer - TECH (Digital)"** subsequent to your job application and interviews you have had with us.

Your cost to company (CTC) would be **Rs. 1320000 P.A (Fixed Rs. 1200000/- & PB (10%) upto Rs. 120000/-** paid annually based on performance and can go upto 125% of the total variable performance pay) which includes the statutory benefits payable by the company. The breakup of salary will be provided to you on your date of joining.

You are also entitled for one time joining bonus of **Rs. 100000** in two equal instalments first **50%** amount will be paid after completion of **3 Months** and second instalment will be paid after completion of **6 Months.**

You are eligible for a performance bonus upto 10% of the fixed base (if any), subject to your individual performance against KPIs assigned to you as well as the company's overall performance as measured by its ***MOAS*** and ***EBITDA***. Your bonus eligibility is prorated based on date of hire. Company reserves the right to amend its bonus program at any time.

You are required to report to the Department of Human Resources on the **31st Day of 'Oct 2022 at 11:00 AM** for fulfillment of your joining formalities, along with the set of documents annexed herewith.

Please note that this offer is valid subject to your positive employment verification, background checks and verification of compensation/financial documents followed by successful completion of the process training.

Everyone you have interviewed with and all the family members of Fareportal join hand in extending you a warm welcome to the company.

Fareportal is a team of professionals and provides a challenging and rewarding career ensuring a high level of job satisfaction with ample opportunities for career growth & development. We are confident that our association will prove to be mutually beneficial.

Please return a copy of the letter, duly signed as a token of your acceptance of the offer. Please note that this offer is valid till the date of your joining only after which it lapses automatically.

Note: In case employee left the organization within 2 years of joining then the paid Joining Bonus amount will be recovered from full and final settlement in case applicable.

For Fareportal India Pvt. Ltd

Birendra Bhandari

Manager – People & Culture

I have read and accept the terms of the offer. I will join duty on or before 31st oct 2022.

Name, Signature & Date

Basic	50000
HRA	25000
Special Allowance	23200
Statutory Bonu	0
Sub Total	**98200**
Employee PF	1800
Employee ESI	0
CTC	**100000**
Employer PF	1800
Employer ESI	0
Take Home	**96400**
Gross CTC Per Annum	**1200000**
Annual Variable (Performance Bonus) Upto	**120000**
Total CTC Per Annum	**1320000**

Your total cost to company (CTC) would be **Rs. 1320000 P.A.** (**Rupees Thirteen Lac Twenty Thousand Only)** which includes the statutory benefits payable by the company.

<u>*There should be no salary discussion. It is against company's policy</u>.

CHECKLIST OF DOCUMENTS	
Below Mentioned Needs To Be Uploaded in OPL At The Tine Of Documentation Formalities.	
Sr. No.	**Activity**
1.	Signature verified and attested by bank
2.	Offer letter
3.	**Attested** Appointment letter of last organizations
4.	**Attested** Relieving /Resignation Letter of previous employer.
5.	**Attested** Latest salary slip
6.	**Attested** Copy of PAN Card
7.	**Attested** Copy of any Govt. identity card
8.	**Attested** Permanent address proof
9.	**Attested** Local address proof
10.	**Attested** Educational Certificates **(Stating from 10th till Highest qualification)**
11.	**Attested** Professional Certificates
12.	**Attested** Copy of Aadhar Card
13.	7 Passport size photographs (in White Background)
14.	Blood Group
15.	Receipted copy/email of resignation from the current organization before date of joining

Fareportal

Fareportal India Pvt. Ltd.

Declaration for BGV

I,.....am aware that my Salary will only be released post clearance of my Positive Background verification; as such, there should be no :-

- pending BGV due to any pending documentation;
- Incorrect / fake/ non relevant document submission for Address check;
- pending response / negative report from your previous employer(s);
- negative report / observation in any BGV check.

In case of non-revert on my employment check due to any reason(Mandate Reliving letter by Previous employer or any other reason) & will assure to get the HR/Supervisor revert through E-mail on employment details shared by me within 3 working days.

My employment is subject to verification of the particulars given by me. My employment will terminate without any notice period if I am found to have submitted any false statement/s or document.

I am aware of Fareportal BGV Policy & it's my responsibility to support Fareportal BGV team for end to end closure.

_____

Signature

Date:-

TATA

J. Manikanta
18481A0475

Offer: Computer Consultancy
Ref: TCSL/DT20207392262/Hyderabad
Date: 13/11/2021

Mr. Manikanta Ijarati
3-48Peyyeru Colony,
Purna Theatre,
Gudivada-521328,
Andhra Pradesh,
Tel# -9014008270

Dear Manikanta Ijarati,

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.69,000** 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
[illegible]

[illegible]

wipro

APPOINTMENT LETTER

January 19, 2020

Dear Mahananda ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20207392262/Hyderabad
Date: 13/11/2021

Mr. Manikanta Ijarati
3-46/Peyyeru Colony,
Purina Theatre,
Gudivada-521325,
Andhra Pradesh,
Tel# -9014008270

Dear Manikanta Ijarati,

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
[illegible]

Mindtree
A Larsen & Toubro Group Company

13-477
65
69

Date:03-Mar-2022

To

Hymar Infantram
INDIA

Dear Hymar Infantram,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment to Mindtree as an **ENGINEER** in the salary grade C1 subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ 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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

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. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

J. Hymar

Mindtree
A Larsen & Toubro Group Company

18-03-2022

To,
Hynar Jalasutram,
GUDLAVALLERU ENGINEERING COLLEGE
Andhra Pradesh

Dear Hynar Jalasutram,

We are pleased to offer you an **Internship** opportunity at **Mindtree Limited**. The terms and conditions of this offer are as follows and your internship will be subject to and governed by these terms and conditions which shall be binding upon you when you accept this offer by counter-signing this letter.

Internship Duration	:	**14-16 Weeks**
Commencement Date	:	**22nd Mar 2022**
Location	:	**Remote Online**
Stipend	:	**Milestone based - Refer 12.**

Additional Terms:

1. You acknowledge that the purpose of this Internship is to provide you with the opportunity to learn generally about information technology work and to gain practical experience and insights of the workplace and industry, and Mindtree does not derive an immediate advantage from the activities performed by you during the Internship Duration.

2. The Stipend stipulated above is payable per month as consideration for the Internship, shall accrue from day to day and shall be paid monthly in arrears, subject to applicable statutory and other deductions, and applicable tax withholdings. Any costs and expenses borne by you in connection with the Internship shall be your sole

Mindtree
A Larsen & Toubro Group Company

Date:03-Mar-2022

18-477

To

Hynar Jalanstrom
INDIA

Dear Hynar Jalanstrom,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

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 have completed/ complete the Degree which you pursued/ 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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

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. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

J. Hynar

Mindtree
A Larsen & Toubro Group Company

19-03-2022

To,
Hynar Jalanutram,
GUDLAVALLERU ENGINEERING COLLEGE
Andhra Pradesh

Dear Hynar Jalanutram,

We are pleased to offer you an **Internship** opportunity at **Mindtree Limited**. The terms and conditions of this offer are as follows and your internship will be subject to and governed by these terms and conditions which shall be binding upon you when you accept this offer by counter-signing this letter:

Internship Duration	:	**14-16 Weeks**
Commencement Date	:	**22nd Mar 2022**
Location	:	**Remote Online**
Stipend	:	**Milestone based - Refer 12.**

Additional Terms:

1. You acknowledge that the purpose of this internship is to provide you with the opportunity to learn generally about information technology work and to gain practical experience and insights of the workplace and industry, and Mindtree does not derive an immediate advantage from the activities performed by you during the Internship Duration.

2. The Stipend stipulated above is payable per month as consideration for the Internship, shall accrue from day to day and shall be paid monthly in arrears, subject to applicable statutory and other deductions, and applicable tax withholdings. Any costs and expenses borne by you in connection with the internship shall be your sole

Mindtree

Joining Report

This is to state that I have joined Mindtree Ltd on _____ (DD-MM-YYYY) on my own volition. If not to joining Mindtree Ltd, I was working with _____ and have completed all relieving formalities with my previous employer. To that extent, I am not in dual employment on the day of joining Mindtree Ltd and Mindtree Ltd is not responsible for any unfinished formalities, i.e., legal, financial, personal or unfinished dues which I have with my previous employer, if any.

1. BGC Disclaimer

As Mindtree, background verification is a joining prerequisite. If it is found that a candidate has falsified their credentials, it would mean authority termination of employment and subsequent reporting of the instant of integrity to a national and regulatory bureau under the purpose of the Indian IT Industry Body – NASSCOM. Since a candidate is reported for breach of integrity, the breach is permanently recorded in further employment reports and the data is visible at the national level for all future employers. I agree to the prerequisite and declare that the given information is correct and to the best of my knowledge.

2. Bank

I hereby agree that my salary and other benefits expressed in cash equivalent to the most fair credited to my account with [illegible] (Standard Chartered Chartered Bank [illegible]) and Apple [illegible] will not take any dispute over this in future even if the bank is changed.

3. Conduct Procedures

I further declare that I have completely understood the Conduct Procedures and I will follow the same without deviating any.

4. Date of Birth

My date of birth is _____ (DD-MM-YYYY) and I will not dispute any time to deflect any to our [illegible] the date of birth as determined by me. Each of [illegible] is a [illegible].

Signature of the employee

[illegible]

wipro

APPOINTMENT LETTER

January 21, 2022

Dear Nikanth Jammalamadaka,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and division. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 59 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications contained the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (Confidential Information). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted falsified documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and for enforcing remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally. If required, in this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a Conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commissions, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to be the 'Company') internal policy. Insider trading generally involves the act of subscribing/buying, selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as 'UPSI') about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policy@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to 'UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on

Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.33 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following annual **Company Benefits** to help you manage during exigency.

i. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
ii. Onetime interest free contingency fund of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
iii. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
iv. Medical Insurance Coverage up to Rs.5lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of joining. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000/-
End of 18 months	25000/- - 75000/-
End of Year 2	50,000/- - 1,00,000/-
End of Year 3	2,00,000/- 2,50,000/-

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organisation before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

iv. In the event of your relocation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential.

exemption please refer to [illegible] on joining. The maximum LTA that can be considered for IT exemption is Rs [illegible].

2. **Telephone/Mobile Phone Allowances:**

This amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub routers/ GPRS etc, for internet usage plans are eligible for IT exception up to Rs. 10,800 per annum under WBP as per prescribed limit in the policy. Pro expenses in respect of rentals or other charges for prepaid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs. 100 (additional 300 in case of chilli in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund**- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm.

b. Notional sum indicating contribution of 6.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be linked out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

1. **Your Life and Accident Cover**

   a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

   b. Group Term Life Insurance: Rs. 5L/ 10,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under the policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on portal. Access through My Wipro -> My Policies -> India -> My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be revoked once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. If, upon 15% of basic, exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. * 50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slips of the enrolled member. The accumulated contribution amount and the interest earned on the corpus can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log into My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Srikanth Jannadanadella 21/12/2022 10:26 AM

(checking the checkbox allows to equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bangalore 560 035

***Disclaimer:** The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.*

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

Letter of Intent

Doc Ref. No.:QC20221802 Date of Issue: 12th JUNE 2022

Dear **GANESH JAMPA**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** **university.relations@quest-global.com**

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

J. Bhavana

1848810480

63

M

Wipro Campus Update_LOI

1 message

Campus HR Team <wipro+email+28h7p-88c51ab633@talent.cims.com> Tue 12 Oct, 2021 at 2:25 PM
Reply to: Campus HR Team <wipro+email+28h7p-88c51ab633@talent.cims.com>
To: jenjanambhavana18@gmail.com

October 12, 2021

Dear Jenjanam Bhavana ,
Resume Number : 22847722

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	500
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Kyrnie Shallen
General Manager - Hue on Resources

This message was sent to [illegible]. If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 INDI

1848140480
J. Bhavana

M

Wipro Campus Update_LOI

Campus HR Team <wipro+email+28h7p-88c51abb33@talent.icims.com> Tue 12 Oct, 2021 at 2:25 PM
Reply to: Campus HR Team <wipro+email+28h7p-88c51abb33@talent.icims.com>
To: janjanambhavana18@gmail.com

October 12, 2021

Dear Janjanam Bhavana ,
Resume Number - 22847722

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TEB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,888**
PF (Employer Contribution)	1,800
Gratuity (3.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Kumar Bhullar
General Manager - Human Resources

This message was sent to [illegible]. If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

[8-148]

B19

Letter of Appointment

Ref. No: ICSL/Employee/[illegible]/[illegible]/August 16, 2022
Date : August 16, 2022

Jonnalagadda Venkata Dhana Raju
House no : 7-44, Near ramalayam, [illegible]
, Venkatura post, Mavva mandal, krishna district
krishna, Andhra Pradesh
521150, India

Dear Jonnalagadda Venkata Dhana Raju,

Congratulations! With reference to your application and subsequent discussions/interviews you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **August 23, 2022**. In the event you are not able to join us on the specified date, the offer would stand withdrawn unless the postponement of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #187, DPEP Zone, Phase-II, Kondapur, Hanumanappa Pura, Whitefield, Bangalore 560066.**

Salary (on Cost to Company): Your salary on a cost to the company (CTC) basis will be as per the details mentioned under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all deductions and implications arising thereof for all personal income tax purposes.

Work Location: Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - EPF (if applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipti Prakash
Vice President - Human Resources

Acknowledged and Agreed:

Jonnalagadda Venkata Dhana Raju
Date:

Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve this and targets, whenever the job as requires.

Working Hours

You are expected to comply with the normal working hours as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/ customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations.

You may also be sent on training, deputation/assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party specified days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days).

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee. Failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended incase the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the gross salary for the balance notice period would be paid to you. If all your requests, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the gross salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

(i) Embezzlement, intoxication or illegal drug abuse, unauthorised absence, unauthorised disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

(ii) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

(iii) Any act of moral turpitude.

Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.

- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For the purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (in the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been wilfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may release to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other check as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement.

Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative 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 confined to you or become known to you in the course of your service or otherwise.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any inventions, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.

Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite it is intended to avoid conflict between your interest as an employee and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter thereof.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Mike Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: _____

Name: _____

Date: _____

Annexure – 2

Compensation Package for Jonnalagadda Venkata Dhana Raju

Grade : C1

Components	Monthly	Yearly
Basic	2100.00	25200.00
Hand Rent Allowance	750.00	9000.00
Educational Allowance	200.00	2400.00
Medical Reimbursement	500.00	6000.00
Infinite Gratuity Benefit Plan (IGBP - 1)	1079.17	12950.00
Leave Travel Allowance		750.00
Annual Total Fixed Compensation (A)	24474.07	307128.00
PF Employer Contribution	1800.00	21600.00
GMC Sum Assured		2750.00
Gratuity		8000.00
Annual Flexi Benefits (B)		32350.00
Annual Total Compensation (C+B)		39000.00

*Please refer annexure 2 for IGBP details.

- The Mediclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972.

Service Agreement :Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated _____ to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Accepted by: _____

Signature: _____

Name: **Jonnalagadda Venkata Dhana Raju**

Annexure - 3 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,250/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details.

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 3000/- along with registration and administrative charges per year with a maximum limit of 10% of your annual basic to an extent of 2lakh for tax exemption under Section 80CCD (2)

Annexure – 3

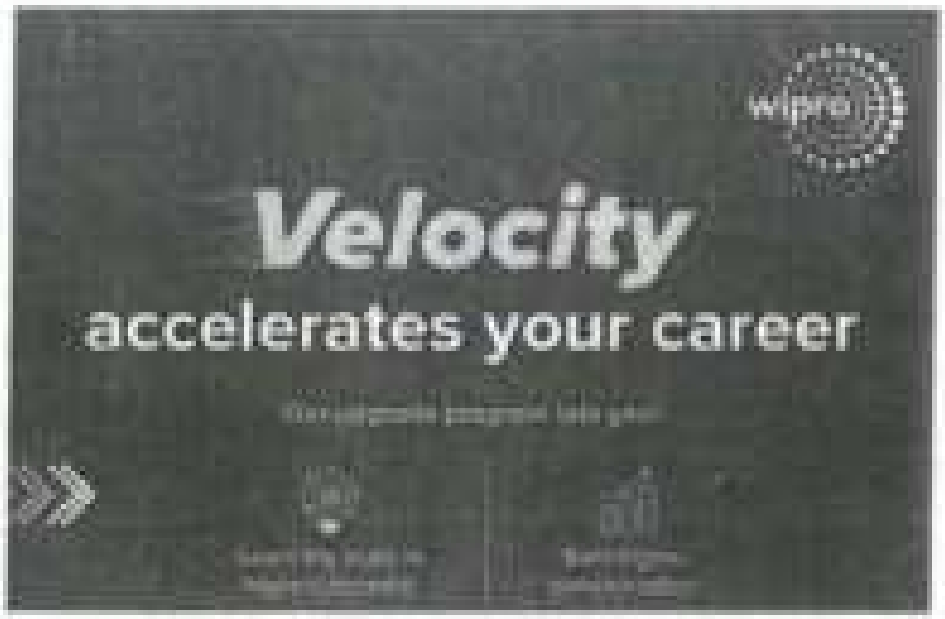
Submission of Documents: You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs – 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or back copy of the resignation acceptance mail duly signed & sealed by the authorised signatory
13. Last 3 months pay slips- Immediate previous employer
14. Copy of bank receipts on the offer letter (whichever is latter) – Immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.

18-1182

Welcome to VELOCITY - Wipro's Upgrade Program



Dear Aakarshi,

Hearty Congratulations,

[illegible] VELOCITY [illegible]

[illegible]

Wipro Program Coordinator

[redacted]

[redacted]

[redacted]

APPOINTMENT LETTER

January 05, 2022

Dear Vaishnavi Prasanth,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is noted below. Please be informed that the terms may be modified pursuant to changes in the Company policy notified from time to time.

1. Appointment Details:

a. The date of appointment is effected from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, bonus, penalty policies, etc.

e. To provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from one of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and adjustments to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure II - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Flipkart Medical Assistance Scheme (FMAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, superior health plan and occupational injury benefits.

g. Please refer to the detailed policies in the Company's Internal portal i.e. myworkspace.wipro.com

4. Responsibilities:

a. In view of your position as a officer, you would be expected to perform all responsibilities efficiently, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job as requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Compliance with (c) above, any matter or situation or moment that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and value have that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon reasonable request, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others, whether or not during business hours, and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after cessation of your employment from the Company (irrespective of the circumstances of or the reason for the cessation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of cessation.

9. General

This offer of appointment is subject to the presumption that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from services with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. **Your appointment shall be treated as withdrawn in case:**

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in the Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training bestow paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the next period or if your services are terminated before the expiration of the next period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving and receive notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay in current salary in lieu of notice period. Further, the Company may at its discretion relieve you from both sides as it may deem fit even prior to the ending of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, Reports, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology back to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Bhalion
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve on an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on processes, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commissions, a share in profits or other payments, loans (other than with recognized banking or financial institutions), services or excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned "Conflict of Interest policy and I declare that there is no Conflict of Interest in my employment. In future any conflict arises, I will immediately inform my supervisor and verify for his management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Bajaj Limited's (hereinafter in all the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are totally prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact insiderpolicy@bajajfinserv.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall not communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are totally prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorised disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to insiderpolicy@bajajfinserv.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Sadakudd Prasanth, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Certificate Titles and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE - II

SALARY OFFER SHEET

Name: Sadakudd Prasanth

Position: Project Engineer

Career Group: TSS - 6

The cost-to-company salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	6,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,848
Total Fixed Cash	**24,888**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,458
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or fitness, death in immediate family or self-marriage
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE - IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	[illegible]
End of 12 months	[illegible]
End of Year 2	[illegible]
End of Year 3	[illegible]

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "retired" in the services of the company through to retention date as applicable.

b. your employment has not been terminated for your performance or for cause prior to retention date.

c. you have not resigned voluntarily or abandoned your job as of the retention date.

II. Please note that this is subject to you receiving satisfactory performance bonds. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 6 tenures of bonus payouts.

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential.

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay : A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Town Rainbow, A1, A2, A3, B1, B3 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies, as you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on mp[illegible]mgPolicies HCommon Policies Annual Committee mng Financials-Variable Pay Policy FY 2023-24.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They are not very every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is bucket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to mp[illegible] on pricing. The maximum LTA that can be considered for IT exemption is Rs. 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under 80BP. This will be over and above Sec 80C investments.

Retirement Benefits:

Eligibility of:

a. **Provident fund:** Where basic is higher than INR 15,000/- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000/- Minimum of 12% of (Basic + VDP + Additional Offices applicable) or INR 1800 pm

b. National sum indicating contribution of 4.81 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1200 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.7000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your joining location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > My Policies -> Intra-HR| Transfer>Transfer Policy Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance Program (MAP): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slips is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs.3,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a slightly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

These Medical insurance is to be availed by the employee on default. It is accounted for in deductions as a nominal monthly charge. Sign-Up cover is voluntary and charged on applicable during renewal deadlines.

2. Annual Health check: Company paid annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Superior Benefit Pension Program**:

The Superior Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years of retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No. of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7% x 85% = Rs. 8,160 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension accrual rate.

Loans:

Interest Free Loans: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit assistance towards purchase of two wheeler. This is recovered in 18 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 10,000 or two months monthly gross emolument is known as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan below/above Rs. 20,000 will be liable to tax as the notional interest rate as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round the clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per ELI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

3. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 56 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

8 Transparent Fund Management

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 12% of basic salary towards the scheme selected by the member. In case 10% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is as adjusted from fixed cash component and will reflect under "Pension" component in the salary stock of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wizard → My Information Sources → Index → My Financials → Deferred Benefits → Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log into My Wizard → My Index → My Financials → Pension, and exercise the option within 30 days of joining the Company. In case you were entering into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** [illegible]
(checking the checkbox above is equivalent to a handwritten signature)

Supported Office:

Phone Contact	[illegible]
Confidential	[illegible]
Support Email	[illegible]
Recruiter Sign Out	[illegible]
Email	[illegible]

[illegible]

[illegible]

wipro

APPOINTMENT LETTER

January 20, 2022

Dear YASWANTH KAKUSU (B)

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prior to the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

Cognizant

19A81A0486

15-Jan-2022

Kallam Harsha Vardhan Reddy
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kallam Harsha Vardhan Reddy,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT mike on equipment and access to information and material on Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestones are the eligible factors for processing stipend

payment and tenure latent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications)
- 2 Passport-size photographs
- Part Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: [signature] **Date:** 15-03-2022

Cognizant
18-487
524

12-Jan-2022

Kamarajupadda Phaneeswara Abhiram
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kamarajupadda Phaneeswara Abhiram,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Kanagala Ananth Babu
18481A0787

TATA

Computer Consultancy
TCSL/CT20203557633/Hyderabad
16/10/2021

Ananth Babu Kanagala
Gudlavalleru Engineering College Boys HosterGudlavalleru Engineering College,
Gudlavalleru,
Krishnada-521356,
Pradesh,
91-8121913967

Ananth Babu Kanagala,

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.

The 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
[illegible]

Offer: Computer Consultancy
Ref: TCSL/CT2020355833/Hyderabad
Date: 16/10/2021

Mr. Ananth Babu Kanagala
Gudavalleru Engineering College Boys Hostel/Gudtavalleru Engineering College,
Gudavalleru,
Vijayawada-521356,
Andhra Pradesh,
Tel# 91-9121913987

Dear Ananth Babu Kanagala,

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

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

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
[illegible]

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 dependents 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
[illegible]

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
[illegible]

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
[illegible]

confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

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

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

12. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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

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
[illegible]

GROSS SALARY SHEET

Annexure 1

Name	Ananth Babu Kanagala
Designation	Assistant System Engineer-Trainee
Institute Name	Sudhavallaru Engg. College, A.P

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,794	1,77,428
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	7,000
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,822
TOTAL GROSS	27,415	3,38,877
Xplore! Learning Incentive****		Upto 50,000

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

* Amount reported 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 HSI - Note that Rs. 7000 if the employee is Single, if the employee is married or married with Children then Rs. 3,000/- 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: TCS defined structure for Bulk (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,230	14,764
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,732

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
(Formerly Known as Tata Consultancy Services Limited) Nirmal Building, Nariman Point, Mumbai 400 021 India
Tel: 91 (022) 6778 9595 Fax: 91 (022) 6778 9595 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
CIN: L22210MH1995PLC084781 Telephone: 022 6778 9595 Email: info@tcs.com

Annexure 2

Ahmedabad TCS BP HR Lead Tata Consultancy Services, Gandhinagar, [illegible]	**Bangalore** TCS BP HR Lead Tata Consultancy Services, Suite 3, No 62, Think campus, Electronic City phase II, Bangalore - [illegible] Karnataka
BHUBANESHWAR TCS BP HR Lead Tata Consultancy Services, Training Lab (Wipro), Kharabela, [illegible] Tata Consultancy Services Limited, [illegible] Bhubaneswar - [illegible]	**Chennai** TCS BP HR Lead Tata Consultancy Services, [illegible], Kodambakkam Rd, Nandi, Mandaveli, Chennai, Tamil Nadu [illegible]
DELHI – Gurgaon TCS BP HR Lead Tata Consultancy Services, Block C, Wings Campus, [illegible] Gurgaon – Faridabad Road, Sector Pathari, Gurgaon - [illegible], Haryana	**DELHI – Noida** TCS BP HR Lead Tata Consultancy Services, Plot No. [illegible], Sector [illegible], Noida - [illegible] UP
Guwahati TCS BP HR Lead Tata Consultancy Services, 5th Floor, [illegible] Road, Dispur, Guwahati - [illegible], Assam	**Hyderabad** TCS BP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS BP HR Lead Tata Consultancy Services, [illegible], Scheme No. [illegible], Village Tigaria Balchari & Bada Bangardia, Tehsil Hatod, Indore - [illegible], Madhya Pradesh	**KOLKATA** TCS BP HR Lead Tata Consultancy Services Limited, Ecospace IB Building, 3rd Floor, Plot - [illegible], Rajarhat, Kolkata - [illegible] West Bengal [illegible]
KOCHI TCS BP HR Lead Tata Consultancy Services, TCS Centre, Infopark, Kakkanad Campus, Infopark - Kakkanad, Kerala [illegible]	**MUMBAI** TCS BP HR Lead Tata Consultancy Services, Gaurav Park, Pokharan Road Number 2, TCS Approach Rd, Thane, Thane, Maharashtra [illegible]
NAGPUR TCS BP HR Lead Tata Consultancy Services Limited, Mihan Hub, Nagpur, Telhara, Maharashtra [illegible]	**PUNE** TCS BP HR Lead Tata Consultancy Services, Plot No. [illegible], Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - [illegible] Maharashtra
Trivandrum TCS BP HR Lead Tata Consultancy Services, Pongal Park, Technopark Campus, Kariyavattom P.O., Trivandrum - [illegible], India	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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
[illegible]

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

(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
[illegible]

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
[illegible]

(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

18-489

TATA

Ref: TCSL/CT20203557633/1604074/Hyderabad
Date: 30 July 2022

MR. ANANTH BABU KANAGALA
4-13 Near Water Tank, Peddapuram Village, Veerulapadu Mandal,
Peddapuram, Krishna,
Andhra Pradesh-521181.

Sub: Joining Letter

Dear Mr. Ananth Babu Kanagala,

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

We are pleased to inform you that your joining date at TCSL will be **18th August 2022** , your joining location is **Hyderabad** and work location is **Hyderabad** . This has been provided considering your preference and business requirements.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
[illegible]

TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and number of attempts to clear the TCS Xplore Program, you are eligible for both Readiness Incentive of **INR40000** and Competency Incentive of **INR20000** . Your incentive will be given along with your salary.

Note :

- *If you do not join the organization on the specified date, you will be eligible only for Competency incentive and not for the Readiness incentive.*

- *Readiness incentive will not be given if a request for re-joining is initiated by you.*

- *You need to serve minimum tenure (12 months from the date of joining) with the organization. If you do not serve the minimum tenure mentioned above, the incentives provided will be recovered.*

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

TATA CONSULTANCY SERVICES

TATA

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development
TCS Human Resources

Click here or use a QR code scanner from your mobile to calculate the joining dates

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
[illegible]

Offer: Computer Consultancy
Ref: TCSL/CT202203557633/Hyderabad
Date: 14/06/2022

Mr. Ananth Babu Kanagala
Gudavalleru Engineering College Boys Hostel Gudavalleru Engineering College,
Gudavalleru,
Vijayawada-521356,
Andhra Pradesh.
Tel# 91-9121913067

Dear Ananth Babu Kanagala,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,000/-** 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
Deccan park, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91-40 6667 2000 Fax: 91-40 6667 1222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpline: 1800 209 1111 Email: careers@tcs.com

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

COMPENSATION AND BENEFITS

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

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

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

House Rent Allowance (HRA)
Your HRA will be **₹7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

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

Personal Allowance
You will be eligible for a monthly personal allowance of of **₹17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

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 Service Line: 1800 209 3111 Email: careers@tcs.com

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

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Discoverpark, 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 Service line: 1800 209 3111 Email: careers@tcs.com

TATA

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

Loans

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

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 Service Line: 1800 209 3111 Email: careers@tcs.com

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

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Relevant Experience**
   As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

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

2. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your

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 Servicefine: 1800 209 3111 Email: careersservice.com

final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

3. **Pre requisites for Joining**
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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

5. **Probation Period**
You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Discoverypark, 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 Helpline: 1800 209 5111 Email: careers@tcs.com

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

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

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

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

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

12. **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

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 Service Line: 1800 209 3111 Email: careers@tcs.com

flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. Overseas International Assignment Agreement

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

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

14. Terms and Conditions

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

15. TATA Code of Conduct

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

16. Notice Period

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

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

17. Retirement

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 Service line: 1800 209 3111 Email: careers@tcs.com

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

18. Pre-employment Medical Certificate

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

19. Employment of Non Indian Citizens

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

20. Background Check

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

21. 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,

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Dinccorpark, 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 Service Line: 1800 209 3111 Email: careers@tcs.com

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 photocopies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

22. 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.

23. Letter of Appointment

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6007 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicetrac: 1800 209 5111 Email: careers@tcs.com

24. Rules and Regulations of the Company

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

25. Compliance to all clauses

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

26. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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 overseas deputation, available privacy rights would be governed as per

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 2233 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Bar: 1800 209 3111 Email: careers@tcs.com

regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Sec 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 Service Line: 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
Cincinnati, 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 Innovation: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Ananth Babu Kanagala
Designation	Systems Engineer
Institute Name	Gudavalleru Engg. College, A.P

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,500
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	30,758
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
Xplore Learning Incentive**		Lax 50,000

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

* Amount deposited 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 HIB - Note that Rs. 7500 if the employee is Single, if the employee is married or married with Children than Rs. 5,000/- 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 Bill (All Components in INR)

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 Service Line: 1800 209 5111 Email: careers@tcs.com

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,273	2,07,264
GROSS BOUQUET OF BENEFITS	26,727	3,18,264

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 Centers Servicetime: 1800 209 3111 Email: [illegible]

Annexure 2

Ahmedabad TCS HP HR Lead Tata Consultancy Services, Gamma Park [illegible] SEZ,Plot # [illegible], Gandhinagar - [illegible]	**Bangalore** TCS HP HR Lead Tata Consultancy Services, Gate 3, Plot 42, Think campus, Electronic City phase II, Bangalore - [illegible],Karnataka.
BHUBANESWAR TCS HP HR Lead Tata Consultancy Services, Training Lab Venue (Bacolet), 4th Block, Ground Floor, Tata Consultancy Services Limited, [illegible] - [illegible] SEZ, [illegible] SPECIAL ECONOMIC ZONE (SEZ) PLOT NO. [illegible], CHANDAKA INDUSTRIAL ESTATE, [illegible], Bhubaneswar - [illegible]	**Chennai** TCS HP HR Lead Tata Consultancy Services, [illegible] 4th, Ramanujan Block, [illegible] Pvt. Ltd Ltd, Sholinganallur, Chennai, Tamil Nadu [illegible]
DELHI – Gurgaon TCS HP HR Lead Tata Consultancy Services, Block C, Ansal Crown, [illegible] Sector - Faridabad Road, Ansal Palm, Gurgaon - [illegible], Haryana	**DELHI – Noida** TCS HP HR Lead Tata Consultancy Services, Plot No. [illegible], [illegible] to 5th Floor [illegible] Block, Sharp Business Park, Block - C & D, Sector - [illegible], Noida - [illegible]
Guwahati TCS HP HR Lead Tata Consultancy Services, 6th Floor, [illegible] Road, [illegible] [illegible], Assam	**Hyderabad** TCS HP HR Lead Tata Consultancy Services, Q City, [illegible],Hyderabad
INDORE TCS HP HR Lead Tata Consultancy Services, [illegible] SEZ, Software No. [illegible] & [illegible], Super Corridor, Village Tigariya Bakhani & Dhala Bangarda, Tehsil Hatod, Indore - [illegible], Madhya Pradesh	**KOLKATA** TCS HP HR Lead Tata Consultancy Services Limited, Eureka IT building, [illegible] Floor, Plot - [illegible] Area Town, Rajarhat, Kolkata - [illegible],West Bengal UR Auditorium,[illegible] Floor, [illegible] Building,Delta Park - [illegible]
KOCHI TCS HP HR Lead Tata Consultancy Services, TCS campus, Infopark Kizhakkambalam Campus, Infopark, Kakkanad, Kerala [illegible]	**MUMBAI** TCS HP HR Lead Tata Consultancy Services, Gamma Park, Hiranandani Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra [illegible]
NAGPUR TCS HP HR Lead Tata Consultancy Services Limited, Affiliate Site, Reggiani, Tulsiana, Maharashtra [illegible]	**PUNE** TCS HP HR Lead Tata Consultancy Services, Plot No. [illegible] MIDC SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - [illegible],Maharashtra
Trivandrum TCS HP HR Lead Tata Consultancy Services, Pattom Park, Technopark Campus,Kariyavattom P.O Trivandrum - [illegible], India	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Gachibowli, Plot 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 Helpline: 1800 209 1111 Email: careers@tcs.com

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Gachibowli, No 1 Software Units Layout, Madhapur, Hyderabad [illegible] India
Tel: 91 40 [illegible] Fax: 91 40 [illegible] Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpline: 1800 [illegible] 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 Service Bar: 1800 209 3111 Email: careers@tcs.com

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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 Service Line: 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
Omnicampus, 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 Servicefree: 1800 209 3111 Email: careers@tcs.com

TATA

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
[illegible]
Tel: [illegible] Fax: [illegible] Website: [illegible]
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers: [illegible] Email: [illegible]

(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.

Form 9 (Revised)

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (Paragraph 34)

AND

THE EMPLOYEES' PENSION SCHEME, 1995 (Paragraph 24)

Declaration by a person taking up employment in an establishment in which the Employees' Provident Funds & Employees' Pension Scheme enforce

I, **Ananth Babu Kanagala** Son of Sh. **Srinivas Rao Kanagala** do hereby solemnly declare that:

(a) I was employed with **NA, NA** with PF A/c Number **NA** and left service on **NA** prior to that, I was employed in **NA, NA** with PF A/c Number **NA** from **NA** to **NA**.

(b) I am a member of the Pension Fund from **NA** to **NA**.

(c) I **have** withdrawn the amount of my Provident Fund. - **NA**

(d) I **have** withdrawn the amount of my Pension Fund. - **NA**.

(e) I **have** drawn any benefits under the Employees Pension Scheme, 1995 in respect of my past service in any establishment. - **NA**

(f) I **have not** contributed to the social security programme in **NA** from **NA** to **NA**, which has not entered into a Social Security Agreement with India.

(g) Do you have a Universal Account Number (UAN): **No**

Universal Account Number	Aadhar	NPS	PAN
NA	3245-2111-2353	NA	LDNPK7389B

(h) Bank Account Number Linked with UAN : **NA**

Bank Account Number	IFSC Code
NA	NA

Date : _____ **Signature of employee**

_____

(To be filled by the employer)

1) Shri/Smt/Kumari **Ananth Babu Kanagala** is appointed as **Systems Engineer** in Tata Consultancy Services Limited, with effect from **18-AUG-2022** bearing Provident Fund Account Number: **MH/BAN/4947/5000/** _____

FORM 'F'
See sub-rule (1) of
Gratuity Nomination Form

Applicant ID: [illegible]

To,
TATA Consultancy Services Ltd.
9th Floor, Nirmal Building,
Nariman Point,Mumbai 400021.

1.I, ANANTH BABU KANAGALA, whose particulars are given in the statement below,hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) nominated is/are a member(s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972. **Yes**

3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act. **NA**

4. (a) My father is not dependent on me. **No**
(b) My mother is not dependent on me. **No**
(c) My spouse's father is not dependent on my spouse. **NA**
(d) My spouse's mother is not dependent on my spouse. **NA**

5. Nomination made herein invalidates my previous nomination.

Nominee(s)

Sr No.	Name in full with full address of nominee(s)	Relationship with the employee	Date of Birth	Proportion by which gratuity will be shared	Name , relationship and address of Guardian if nominee is minor
1	Mr. Kanagala Srinivasa Rao 4-13, Near Water Tank, Pedda[illegible], Vijayawada-521161, Krishna (N T R District), Andhra Pradesh, India.	Father	01/01/1971	100	

Statement

Full Name:	ANANTH BABU KANAGALA	**Applicant ID:**	1804279
Gender:	M	**Date of Joining:**	18-Aug-2022
Marital Status:	Single	**Department:**	NA
Religion:	NA		

Permanent Address: 4-13 Near Water Tank,
Pedabapuram Village, Veerulapadu
Mandal Pedabapuram Krishna
Andhra Pradesh 521181

Date:
Place:

Signature of Employee:

DECLARATION BY WITNESSES

Nomination signed before me

SR No.	Name in full and full Address of Witnesses	Signature of Witnesses
1.		
2.		

Date : **Place :**

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nominations have been verified and recorded in this establishment

Office Seal

Signature of the employer/trustee

ACKNOWLEDGEMENT BY THE EMPLOYEE

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date : _____

Signature of the employee :

FORM - 2

Applicant ID: 1804074

Pension Number : MH/BAN/48475/_____

NOMINATION AND DECLARATION FORM FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS

Declaration and Nomination Form under the Employees Provident Fund and Employees Pension Scheme (Rule 23 of the Tata Consultancy Services Employees Provident Fund Rules & Paragraph 8 Paragraph 18 of the Employees Pension Scheme, 1995)

1. Name(in Block Letters) : **ANAMTH BABU KANAGALA**

2. Father's /Husband's Name : **Kanagala Srinivasa Rao**

3. Date of Birth : **11/07/2000**

4. Male/Female : **Male**

5. Marital Status : **Single**

6. PF Account Number : **MH/BAN/48475/**_____

7. Address

Permanent : **4-13 Near Water Tank, Peddapuram Village, Veerulapadu Mandal Peddapuram Krishna Andhra Pradesh 521181**

Temporary : **4-13 Near Water Tank, Peddapuram Village, Veerulapadu Mandal Peddapuram Krishna Andhra Pradesh 521181**

8. (a)Date of joining EPF Scheme,1952 : **18/09/2022**

(b)Date of joining E.P Scheme,1995 : **18/09/2022**

PART - A (EPF)

I hereby Nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees Provident Fund, in the event of my Death.

Name of the Nominee/ nominees	Address of the Nominees	Nominee's Relationship with the member	Date of Birth	Total Amount of share of accumulations in Provident Fund to be paid to each nominee.	If the Nominee is minor, name, relationship and address of the guardian who may receive the amount during the minority of nominee
Kanagala Srinivasa Rao	4-13, Near Water Tank, Peddapuram, Vijayawada-521181, Krishna (N T R District), Andhra Pradesh, India	Father	01-Jan-1971	100	

☐ 1. Certified that I have no family as defined in Para 2(g) of the Employees Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.

☐ 2. Certified that my father/ mother is / are dependent upon me.

Signature of the subscriber/member

PART B (EPS)

(Para 18)

Serial No	Name of the Family member	Address of the Family member	Date of Birth	Relationship with the member

Certified that I have no family, as defined in Para 2 (vii) of Employees Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under Para 16 (2)(a)(i) and (ii) of the Employees Pension Scheme, 1995 in the event of my death without leaving any eligible family member for receiving pension.

Name of the nominee	Address of the nominee	Date of Birth	Relationship with the member
Ms. Kanagala Krishnakumari	4-13, Near water tank, Peddapuram, Vijayawada- 521181, Krishna (N T R District), Andhra Pradesh, India	01-Jan-1979	Mother

Date:

Signature of the subscriber/member

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed before me by Shri Smt./Kumari ANANTH BABU KANAGALA in my establishment after he/she has read the entries have been read over to him/her by me and got confirmed by him/her.

Date:

Signature of the employer or
Other authorized Officer of the establishment

Undertaking to be Uploaded on iON

Name : _____

CY/DY Reference Number : _____

Date of Joining : _____

Dear Onboarding Manager,

I hereby acknowledge that I have received the Confidentiality, Intellectual Property, Data Protection agreement, and read all the clauses of the said agreement. I declare and agree that I am required to comply with the obligations described therein and failure to do so may subject me to action as per the terms and conditions of the offer of employment issued to me and accepted by me and as per the relevant Company Policies.

I certify that the information furnished by me in this connem is factually correct and subject to verification by TCS (including Reference Check & Background Verification). I also declare that I am neither involved in any civil and/or criminal case/s nor are there any charge/s or enquiry pending against me in any jurisdiction, prior to joining TCS. I accept that an appointment given to me on this basis can be revoked and / or terminated without any notice at any time in future if any information has been found incorrect, misleading, or deliberately omitted / suppressed. Furthermore, I understand and accept my obligations under the Service Agreement which requires me to serve the organisation at least for 12 months failing which I shall be liable to pay liquidated damages as most specifically stated therein. TCS reserves the rights to revoke / terminate my employment if I abscond from the organisation or hold employment from another organisation.

I also understand that I am required to submit the duly signed hard copies of all the attachments on the day of joining/date of reporting to TCS offices. I also certify that I am at present in sound mental and physical condition to undertake employment with TCS.

(Candidate Signature)

Name : _____

Date of Signing : _____

Cognizant

18-490 (21)

B26

Letter of Intent (LOI)

Superset ID: 1488772

November 02, 2021

Dear Kanagala Nirmagna,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,888/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link:

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus@cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President | Human Resources

Cognizant

18U81A0491

19-Jan-2022

Kanaparthi Lakshmi Indra Latha
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kanaparthi Lakshmi Indra Latha,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, more challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program, in the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IP, infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SamC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent) will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Fareportal

Fare Portal India Pvt. Ltd.

Ref. FIPL/Offer/1392/77/2023 Date: **23-sept-2022**

Ms. Chandra kala
Machilipatnam
AndhraPradesh(521001)
Mob: 9303368618

Email ID: saiprakash99@gmail.com

Subject: Offer of Employment

Dear Chandra kala ,

Congratulations!

We are pleased to offer you employment with Fareportal India Pvt. Ltd., for the position of **"Sr. Software Engineer - TECH (Digital)"** subsequent to your job application and interviews you have had with us.

Your cost to company (CTC) would be **Rs. 1320000 P.A (Fixed Rs. 1200000/- & PB (10%) upto Rs. 120000/-** paid annually based on performance and can go upto 125% of the total variable performance pay) which includes the statutory benefits payable by the company. The breakup of salary will be provided to you on your date of joining.

You are also entitled for one time joining bonus of **Rs. 100000** in two equal instalments first **50%** amount will be paid after completion of **3 Months** and second instalment will be paid after completion of **6 Months.**

You are eligible for a performance bonus upto 10% of the fixed base (if any), subject to your individual performance against KPIs assigned to you as well as the company's overall performance as measured by its ***MOAS*** and ***EBITDA***. Your bonus eligibility is prorated based on date of hire. Company reserves the right to amend its bonus program at any time.

You are required to report to the Department of Human Resources on the **31st Day of 'Oct 2022 at 11:00 AM** for fulfillment of your joining formalities, along with the set of documents annexed herewith.

Please note that this offer is valid subject to your positive employment verification, background checks and verification of compensation/financial documents followed by successful completion of the process training.

Everyone you have interviewed with and all the family members of Fareportal join hand in extending you a warm welcome to the company.

Fareportal is a team of professionals and provides a challenging and rewarding career ensuring a high level of job satisfaction with ample opportunities for career growth & development. We are confident that our association will prove to be mutually beneficial.

Please return a copy of the letter, duly signed as a token of your acceptance of the offer. Please note that this offer is valid till the date of your joining only after which it lapses automatically.

Note: In case employee left the organization within 2 years of joining then the paid Joining Bonus amount will be recovered from full and final settlement in case applicable.

For Fareportal India Pvt. Ltd

Birendra Bhandari

Manager – People & Culture

I have read and accept the terms of the offer. I will join duty on or before 31st oct 2022.

Name, Signature & Date

Basic	50000
HRA	25000
Special Allowance	23200
Statutory Bonu	0
Sub Total	**98200**
Employee PF	1800
Employee ESI	0
CTC	**100000**
Employer PF	1800
Employer ESI	0
Take Home	**96400**
Gross CTC Per Annum	**1200000**
Annual Variable (Performance Bonus) Upto	**120000**
Total CTC Per Annum	**1320000**

Your total cost to company (CTC) would be **Rs. 1320000 P.A.** (**Rupees Thirteen Lac Twenty Thousand Only)** which includes the statutory benefits payable by the company.

<u>*There should be no salary discussion. It is against company's policy</u>.

CHECKLIST OF DOCUMENTS	
Below Mentioned Needs To Be Uploaded in OPL At The Tine Of Documentation Formalities.	
Sr. No.	**Activity**
1.	Signature verified and attested by bank
2.	Offer letter
3.	**Attested** Appointment letter of last organizations
4.	**Attested** Relieving /Resignation Letter of previous employer.
5.	**Attested** Latest salary slip
6.	**Attested** Copy of PAN Card
7.	**Attested** Copy of any Govt. identity card
8.	**Attested** Permanent address proof
9.	**Attested** Local address proof
10.	**Attested** Educational Certificates **(Stating from 10th till Highest qualification)**
11.	**Attested** Professional Certificates
12.	**Attested** Copy of Aadhar Card
13.	7 Passport size photographs (in White Background)
14.	Blood Group
15.	Receipted copy/email of resignation from the current organization before date of joining

Fareportal

Fareportal India Pvt. Ltd.

Declaration for BGV

I,.....am aware that my Salary will only be released post clearance of my Positive Background verification; as such, there should be no :-

- pending BGV due to any pending documentation;
- Incorrect / fake/ non relevant document submission for Address check;
- pending response / negative report from your previous employer(s);
- negative report / observation in any BGV check.

In case of non-revert on my employment check due to any reason(Mandate Reliving letter by Previous employer or any other reason) & will assure to get the HR/Supervisor revert through E-mail on employment details shared by me within 3 working days.

My employment is subject to verification of the particulars given by me. My employment will terminate without any notice period if I am found to have submitted any false statement/s or document.

I am aware of Fareportal BGV Policy & it's my responsibility to support Fareportal BGV team for end to end closure.

_____

Signature

Date:-

APPOINTMENT LETTER

[illegible] (IT, ITeS)

Dear [illegible],

Welcome to Wipro Limited (the Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified/amended by changes in the Company policies/rules from time to time.

1. Appointment Details

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your [illegible] and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, or such company as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, provide provident, etc.

e. We provide support to our affiliate customers through various Company locations in India to suit customer requirements for operating [illegible]. You should be operating from any of those locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind the business needs and requirements of customers.

f. This offer of appointment is subject to your successful completion of all formalities, requirements as set forth by the concerning Authorities for market of the respective locations and the requirements, including eligibility, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications or relevant the date of appointment.

g. The offer of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation

You will be eligible for:

a. Compensation and benefits in accordance with Annexure-III, Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure-III. The details The amount may be changed or modified in part or full amount from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and in the wake of your individual performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits

You will have the eligibility for:

a. Leave, holidays and working hours as applicable in your remit and location of posting.

b. Provisions, if any, as applicable to your role and stream and/or as based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your level and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (WMS) (medical aid) and not covered under the provisions of the ESI Act.

f. Employee Benefits Program operated and administered by the Company for management employees, consisting of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible].

4. Responsibilities

a. At time of your selection and offer, you would be expected to perform all responsibilities [illegible] diligently and to the best of your ability and ensure quality. There [illegible] as times when you will be expected to work extra hours to achieve the above when the job is required. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Correspondingly, you are required to understand the scope and intent behind Policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with any above, any action or omission or incident that may arise that could potentially result in the violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments/jobs/work both from or full time, in an advisory capacity or otherwise directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Conflict of Interest Policy also refers to the same as well, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to, directly or indirectly, indulge or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company
ii. Any individual or entity of the Company to cease any existing business with the Company or enter into any business relationship with the Company
iii. Any existing employee to become associated with, or perform services of any kind for, any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality

a. In consideration of the opportunities, training and access to new technologies and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall continue during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, this cessation).

b. If your service with Wipro, you will be required not to use or disclose any confidential information, including trade secrets, of any former employer or other persons with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, technologies, and improvements (including, without limitation, legal documentation, training materials, computer software and derivative materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and which comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to the customers of the Company, competitor information, commercial sensitive information ("confidential information"). You acknowledge and recognize that Confidential information available to you, if leaked, would cause irreparable harm to the Company and to customers in an utmost importance to the Company. You therefore hereby for a period of one (1) year after separation of your employment from the Company (irrespective of the circumstances of, or the reason for, the separation), you will not accept any offer of employment from or consult with, which you have interacted or involved in a professional capacity representing the Company during the one (1) year prior to the date of separation.

9. Disclosure

This offer of appointment is subject to the personalities that you have not provided us with any false documentation, altered documentation or artifically manipulated any material information. If at any point of time, it is brought to our notice that you have submitted falsified documentation or made false representation or artifically manipulated material information, you shall be liable to be terminated from services with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or as deemed fit and proper.

Please note that you are requested to notify us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commencement of work with employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract cannot be enforced legally. In response, to this information, if any of the provisions of any letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. The parties that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of working, you should have a valid work permit/visa valid for the duration of working.

d. This appointment letter be treated as confidential in nature.

i. You have not scored minimum aggregate marks of 60% in your 10th Examination or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Examination or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and/or in post graduation.
v. You have any pending backlogs or fails on the date of appointment.

Please note that at any stage, whether during your online test and/or interviews process, prior joining the Company, it is brought to our notice that you have [illegible] Company shall withdraw or revoke the offer with immediate effect and we reserve our right to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your overall Operations Term Contract to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in five training programs, both standard learning modules, WSOTs, in classroom learning, on-the-job training, Top Gear modules, and/or supervisor satellite tools and technology learning. Through this extensive training the Company makes significant investment for your overall development and accelerated coaching to the projects, in consideration of the Company investing confidence in you and providing you with the opportunity to undergo the training on detailed above and in consideration of the company bearing all the costs in connection with the training, furnished paying the consideration and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of this said period in 1 year whether you terminate before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of Rs Rs 50,000/(Rupees Twenty Five Thousand only) in the manner stated in the training agreement signed by you and the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reason, by either party giving one month notice during probationary period and three months notice on confirmation. The Company reserves the right to pay in lieu of notice period. Further, the Company may at its discretion release you from such duty as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On termination of separation notice, you will immediately hand over to the Company (either you are relieving) all correspondence, specifications, formulae, books, documents, code data, material data, devices, drawings, offices and comply with all the relevant formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online self-paced learning opportunity through a Pre Joining Programme (PJ). You will be given a specific technology track to learn and set pace you to utilize this opportunity to gain hands on experience we are excited you to attain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,

Aparna Shukla
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I hereby on signing the dotted line

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Related activities are a few examples of conflicts of interest:

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for undue benefit to be given or received, except where such an interest is confidence of securities in widely held corporations which are quoted and sold in the open market of the interest is not material.

2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

3. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

4. For an employee to use or release to a third party any data or resources, plans, competitive bids or any other information concerning the company which might be advantageous to the interest of the company.

5. For an employee or any dependent member of his family to accept commissions, a share in profits or other compensation, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned Conflict of Interest policy and I declare that there is no Conflict of Interest in the employment. If a bona fide conflict arises, I will immediately inform the management and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both, use as well as by Wipro Limited's (Hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (Hereinafter Interim to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe to, buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an insider and accordingly referred as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [illegible]@wipro.com

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall make, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

   a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

   b. Counselling or sell or expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

   c. Unauthorized disclosure or communication of UPSI.

   d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment or employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Employee responsibility: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a market value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]@wipro.com

ANNEXURE 2

PERSONAL DECLARATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

Hereinafter (Sound), confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

   a. validating my Curriculum Vitae and retaining records at the same for any future reference/verification.

   b. processing my job application including background verification checks.

   c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

If any contact I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that Personal Information means any information including documents relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE B

SALARY OFFER SHEET

Name: Nanumuri Ravindi

Position: Project Engineer

Center Group TBD - 0

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	12,000
HRA	5,000
Bonus	2,000
Basic Benefits Plan (2000)	4,000
Total Fixed Cost	24,000
PF (Employer Contribution)	1,800
Gratuity (0.01% of Basic)	500
Total Fixed Compensation	27,000

Other Compensation Benefits	
Health Insurance	[illegible]
Variable Pay	
Target Variable Pay	[illegible]
Target Cost to Company per Annum	[illegible]
Total Cost to Company per annum	[illegible]

*Notional sum indicating contribution of 0.5% to 1% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wave Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following private Company Benefits to help you manage during engaging:

a. Creditor Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of 2 (two) sarees
b. Creditor Interest free contingency loan of Rupees of Rs. 50,000/- and 2 monthly gross salaries towards Maternity or Illness, death in immediate family or self hospitalisation
c. Medical Insurance of Rs. 10,000/- per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs. [illegible] per annum

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the slot slabs given. This bonus is performance based and will be merged contingent to your salary after 12 months from the date of joining. This bonus will be paid as per the bonus cycle and will be subject to applicable deport taxes and deductions.

Year	Bonus
End of 6 months	[illegible]
End of 18 months	[illegible] – [illegible]
End of Year 2	[illegible] – [illegible]
End of Year 3	[illegible] – [illegible]

Please note the terms and conditions:

1. The special bonus is subject to:
   a. your being "active" in the services of the company through to retention date as applicable
   b. your employment has not been terminated for poor performance or for cause prior to retention date
   c. you have not resigned voluntarily or abandoned your job as at the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is unilateral and discretionary with
3. The gross bonus amount shall be mentioned in case you leave the organisation before six months of bonus payout. This will be applicable to all a portion of bonus payouts
4. In the event of your resignation or cancellation outside your Grace Duration, at the time of bonus processing, you will be eligible to receive the bonus amount is applicable level proratably in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to this program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding
6. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the requisite academic certificates including but not limited to Hard Copy and Provisional or Consolidated Degree Certificate within 6 months from my date of joining. I understand that my employment is subject to my appropriate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – III

[illegible]

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary which would be paid out on a quarterly basis. It would be based on the following parameters:

For employees posting in billable roles, variable pay will be linked to individual billability, i.e. the number of days employed is billed in a quarter. This factor is applicable only for employees posting in billable roles in Bands Data Analytics A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary mix.

For employees posting in above Bands in Support roles and senior functions, and who have variable pay as part of their salary mix, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee or each quarter, as per the Innovation financial year policy.

The Variable Pay programs may be changed / altered or modified in part or full based from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myhome – myHubble – Common Policies Annual Courtesies – my Financials – Variable Pay Policy FY 2023-24.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are basic monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Medical Benefit Plan (MBP):

Medical Benefits Plan (MBP) is based on annual reimbursed expenses considered tax free for exemption. Under MBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits covering the use of telephone/mobile phone, data card/dongle, Wi-Fi and one other tax benefits under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prevailing Income Tax rules applicable. Thus, you will be entitled to use tax free portion of the allowances that is not exempt. The Income Tax consultant for monthly updates are subject to modification or gravity or other conditions as may be prescribed in the policy. Infosys will give a Gross Allowance, which will be computed after reducing the aggregate sum of allowances/benefits available under MBP, and subject recovery of Perquisite Tax and administrative charges. Following are your MBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA annualized basis in lieu as per the rules of Infosys. For details on income tax exemption please refer to goodbye or Infosys. The maximum LTA that can be reimbursed for IT exemption is Rs 20,000.

2. **Internet/mobile/data Phone Allowance:**

   The amount paid for you towards telephone/mobile/data and internet includes any BSNL/Reliance broadband connection from nominee (SPOC) and the internet single claim and eligible for IT exemption up to Rs. 10,000 per annum under MBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1,100/- / Rs per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under MBP.

4. **Educational Allowance:**

   An amount of Rs. 200 additional child in case do child in school but total can month up to a maximum of 2 children is eligible for IT exemption under MBP.

5. **Meal Premium Scheme:**

   You can contribute amount 10% up to 50% of your Basic towards NPS and declare it under MBP. You will be over and above Sec 80C requirements.

Retirement Benefits:

Provisions on:

1. Provident fund (PF) of Rs. 1,800/- 12% of your basic towards Provident Fund, in cases where basic is lower than INR 15,000. Minimum of 12% of Gross – MBP + Additional Offers applicable as INR 1,800 pm.
2. Gratuity is a retiring commission of 4.81% to 10 your basic towards provision for gratuity.

Provisions will be eligible for payment of gratuity as per the Rules policy on the same.

Travel

a. You would be entitled to Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for sending remote employees/ freshers and experienced personnel to days of attending training or relocate to different locations in the same city.

Accommodation, Travel & other Miscellaneous Expenses

a. You would be entitled to Rs 1000 per day for 5 days lump sum amount of Rs 5,000/- from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be seen as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be placed out of after training) is different from the training location (location where you undergo initial training), you would be entitled for this following.

i. Settlement and Miscellaneous Expenses: Rs 1,000 per day for 7 days (total amount of Rs. 7,000/-) from the date of reporting in the posting location. You may utilize this amount towards boarding, lodging, commuting & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Members. For details you can refer the policy at myHelpdesk > Help Portal > India > My Travel: Transfer Policy Team Members.

d. Contract/ project/ remote hires are eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves this organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS

Medical

1. Medical Assistance Program (MAP)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs. 1,000,000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). The total cost for annual cover of your posting and postings months is pro-rated basis. The amount mentioned as medical allowance in your salary slips is a notional figure and is indicative average multiple per month and per employee basis (M.E. Medical is a reimbursable amount, i.e., it will be used to settle out medical claims).

2. Mediclaim: You are eligible for a Mediclaim coverage of Rs 2,00,000 per annum for family (self, spouse & dependent children) insurance. There will be a deduction from your monthly pay-roll depending on your marital/family status based on the mode premium (1/2/3 of the total amount has to be met on by you).

   If you want to enhance this coverage, Top up cover options are also available for a highly negotiable premium. Office details on this policy are available on the Policies Section in myHelpdesk which is accessible at company.

   Food allowance indicated is to be availed by the employee as desired. It is encashable for its deductions as a nominal monthly charge. Your tax cover is calculated and changed as applicable during renewal timelines.

3. Accident Health Attack: Company paid accident health insurance program is available for employees above 60 years of age.

Gratuity Benefit** (as per Rs. 30 lakhs)

This provides you a lump sum benefit up to a maximum of 30 lakhs (or as calculated and payable as per applicable laws).

Business Benefit Payment Program**:

This Business Benefit Plan is intended to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on best-in-class basis: salary at the time of death, number of years of employment, number and age of surviving members.

E.g. If an employee is in Grade B3 with salary of Rs. 10,000 per month and has completed period before retirement at time of his death, i.e. 20 years and he has a surviving spouse and two eligible children. The Supplementary Pension payable per month would be as follows: Basic: "No. of years to Retirement" / Grade Factor * % based on number and age of surviving members.

i.e. 10,000 x 20 x 2.15% x 80% = Rs. 3,440 per month as supplementary pension payable. "Grade Factor" is a band specific predetermined pension multiple.

Loans

Housing Loan: An interest free loan of Rs. 10,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/expenses towards purchase of best rented. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross emolument is taken as per policy can be availed in cases of contingency. This would be recovered in 20 equal installments. Only one loan taken above Rs. 50,000/- can be taken in the notional interest free loan as per CBCT rules.

** These benefits are subject to the terms as a condition of the company policy and cannot be considered as fixed cash.

2. Term Life and Accident Group:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 10,00,000/- Through GPAI you are covered for death or permanent disablement coverage applicable during accidents occurring while at work or outside of work resulting in death or total disablement or partially disabled. Employees can also get dependent coverage for a nominal and highly negotiable premium.

b. Group Term Life Insurance: Rs. 10,00,000/- In the unfortunate event of death on account of illness, accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This cover however is inclusive of cover as per GPAI (Group Personal Accident Insurance). Employees can also get dependent coverage for a nominal and highly negotiable premium.

   Please note: More details on the above mentioned policies are available on the Policies Section in My Wipro accessible on company intranet through My Wipro > My Features > Under My Downloads > Group Life Insurance Brochure Document.

The policies mentioned here are policies of the Company as on date, this is subject to [illegible] right to future as per wisdom of the Company from time to time.

8. Voluntary Supplementary Policy (VSP)

Nipponlife Voluntary Supplementary Plan offers an easy and convenient way to help you build a happy and secure life by planning your retirement. Starting contribution in premium plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned for the coupon year on year. You simply have to choose the variation that suits your investment horizon and risk appetite.

A voluntary defined contribution Plan wherein you will have an option to unwind and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie ups with top leading PSPs to manage the supplementary funds. LIC is a 100% offer a supplementary scheme which offers interest on accumulated balance every year. ICICI Prudential also has an unit Linked Supplementary scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

This investment option can be exercised only once in the service with the organization and cannot be changed once made. VSP investment options you've with, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary towards the scheme selected by the member. In case 10% of basic exceeds Rs 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs 1,50,000 per annum to avoid exceptional tax liability due to applicable on contributions exceeding Rs 1,50,000 every year).

Annual pension contribution amount is to be adjusted from fixed cash components and will reflect under 'Pension' components in the salary slips of the enrolled member. The accumulated contribution amount and the interest earned on the instrument can be utilized to avail tax reimbursed benefits.

For further clarity, please refer the Policy on My Wipro > My Information Services > Jobs > My Financials > Deferred Benefits > Voluntary Supplementary Scheme, after reviewing the related documents if you wish to avail this VSP, please log onto My Wipro > My Jobs > My Financials > Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSP in the window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Signature Created: [illegible]

(Checking the checkbox above is equivalent to a handwritten signature)

Signature Meta	
Mime Location	[illegible]
Certificate	[illegible]
Source Port	[illegible]
Session Id	[illegible]
Date	[illegible]

[illegible]

Cognizant

19-Jan-2022

Monesh Kanti
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Monesh Kanti,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

-payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain utmost confidentiality with respect to company proprietary or products that you accord or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: K.MOHAN **Date:** 15-2-22

Cognizant

COGNIZANT TECHNOLOGY SOLUTIONS INDIA PRIVATE LIMITED
PROPRIETARY RIGHTS AND NONDISCLOSURE AGREEMENT
TERMS AND CONDITIONS OF INTERNSHIP

In consideration of the internship of the undersigned ("Intern") by Cognizant Technology Solutions India Private Limited (the "Company"), and as a condition of continued internship, Intern agrees as follows:

1. OWNERSHIP AND NON DISCLOSURE OF PROPRIETARY INFORMATION

The Intern acknowledges that all Proprietary Information, as defined below, is the exclusive property of the Company or the party that disclosed or delivered the same to the Company.

Specifically, Intern agrees that all Proprietary Information developed as a direct or indirect result of the Intern's efforts during any period of internship with the Company shall be and shall remain the exclusive property of the Company, and the Intern shall have no ownership interest therein. To the extent Intern may have any interest in such developed Proprietary Information, Intern assigns such interest to the Company. While during the period of internship with the Company and subsequently for a period of three (3) years from the disengagement from the Company the Intern shall not use or disclose any Proprietary Information, directly or indirectly, except as authorized by the Company in connection with Intern's assigned duties.

Notwithstanding the foregoing, Intern shall not at any time use or disclose, directly or indirectly, any of the Proprietary Information Constituting Trade Secrets of the Company, as defined below, except as authorized by the Company in connection with Intern's assigned duties.

2. DEFINITIONS

"Proprietary Information", as referred to herein, includes all of the following information and material, whether or not reduced to writing and whether or not patentable, that Intern during any period of internship with the Company has access to or develops in whole or in part as a direct or indirect result of such internship or through the use of any of the Company's facilities or resources:

i. Application, operating system, communication and other computer software, including without limitation all source and object code, flow charts, algorithms, coding sheets, routines, sub-routines, compilers, assemblers, design concepts and related documentation and manuals;
ii. Production processes, marketing techniques, purchasing information, fee data, licensing policies, quoting procedures, financial information, employee names and job descriptions, customer and prospective customer names and requirements, data and other information or material relating to the manner in which any customer, prospective customer of the Company do business;
iii. Discoveries, concepts and ideas (including but not limited to the nature and results of research and development activities), processes, formulas, techniques, "know-how", designs, drawings and specifications;
iv. Any other information or material relating to business or activities of the Company which is not generally known to others engaged in similar business or activities;
v. All inventions and ideas which are derived from or relate to Intern's access to or knowledge of any of the information or material described herein; and
vi. Any information of now material described herein which is the property of any other person or firm which has revealed or delivered such information or material to the Company pursuant to a contractual relationship with the Company or otherwise the records of the Company's business. "Proprietary Information" shall not include any information or material of the type described herein to the extent that such information or material is or becomes publicly known through no act on Intern's part. "Trade Secrets", as preferred herein, include all of the information and material described in paragraphs (i), (ii), (iii), (iv), (v) and (vi). The failure to mark any of the Proprietary Information as confidential shall not affect its status as Proprietary Information or Trade Secrets.

3. RECORDS

All notes, data, reference material, sketches, drawings, memoranda and records in any way relating to any of the Proprietary Information or the Company's business shall belong exclusively to the Company, and at request of the Company or, in the absence of such a request, upon the termination of the Intern's internship with the Company, Intern agrees to turn over to the Company all such materials and copies thereof in Intern's possession.

4. INJUNCTIVE RELIEF

Because of the valuable and unique nature of Proprietary Information, Intern understands and agrees that the Company shall suffer irreparable harm if the Intern breaches any of the Intern's obligations under this Agreement and that monetary damages shall be inadequate to compensate the Company for any breach thereof. Accordingly, Intern agrees that, in addition to any other remedies or rights, the Company shall have the rights to obtain an injunction to force the terms of this agreement.

5. PREVIOUS EMPLOYER

Intern represents that the Intern's performance as an Intern of the Company will not breach any previous employment agreement nor any agreement to keep in confidence any trade secret, confidential or proprietary information of a former employer. Intern has not brought any trade secrets, confidential or proprietary information of a former employer to the company. Intern will not disclose nor use in the performance of Intern's work with the Company any trade secrets, confidential or authenticated from the former employer.

6. NON-SOLICITATION AND NON-COMPETE

Until two (2) years after the termination of internship with the Company, Intern will not solicit or otherwise encourage others to leave the Company's employment.

Until two (2) years after the termination of internship with the Company, Intern will neither directly or indirectly solicit business from competitors or clients of the Company.

Cognizant

Dear Manish,

This document contains the entire understanding between the Company and Intern with respect to its subject matter. It may not be extended, varied, modified, supplemented, or otherwise changed except by written agreement signed by both Intern and President & Chief Operating Officer of the Company. A waiver of the Company of any right or provision under this Agreement shall not operate or be construed as a waiver of such right or provision at any other time. If a court finds a portion of this Agreement unenforceable, such finding shall not affect enforceability of the other portions of this Agreement. Any portion found to be unenforceable shall be construed to be reformed to extend as far as is enforceable. This Agreement shall inure to the benefits of and may be enforced by the successor and assigns of the Company. This agreement is entered into under the laws of India and shall be governed by the laws of such country.

Intern agrees that this agreement is not confidential, and that the Company may, during the term of Intern's internship with the Company and thereafter, provide copies of this Agreement to the others, including the Company customers or potential customers, periods, or entities which may employ, do business with, or consider employing or doing business with Intern in the future.

I have read, understood and agree to the above.

Name:	Manish Karki	Date of Joining:	2022-03-28

Details of Witness

Name:	Kannan Mahalingam
Designation:	Associate Director - HR
Signature:	

✔ (Manish Karki) hereby agree that I have understood the terms and conditions of the current document accepted electronically on Feb 8 2022 09:18 (GMT) effective from 2022-03-28.

Cognizant

13-Jan-2022

Manoj Katuri
B Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Manoj Katuri,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Vijaya Sreekumar
Vice President - Human Resources

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Dear Campus Partner,

We are giving an opportunity to few already selected candidates with HCL to enhance their offer.

We will be scheduling technical interviews for few candidates who get selected on **3.65 LPA** package with HCL, if they clear the technical interview, they will be offered the package of **4.75 LPA**. If not, then their package will remain the same, that is, **3.65 LPA**.

This opportunity is given basis their comprehensive test score and interview score.

Please note: The technical interview will not have any affect on current offer the candidate is holding will HCL.

PFA list of candidates who get selected on 3.65 LPA from your college who are eligible for this opportunity.

Kindly help us with the candidates' names amongst the list who are willing to appear for the technical interview.

Please help us with the resumes of the interested candidates for the same.

Thanks and Regards,
Anushka Sharma
Campus Hiring Team
[illegible]
[illegible]

[illegible]

[illegible]

Ideapreneurship

HCL

JOIN THE WORLD'S LARGEST IDEAPRENEURSHIP

Dear Future HCLites,

Congratulations for your selection!

At HCL, we believe in maximizing human potential, and our employees remain one of our biggest assets. 'Employee First' philosophy is deeply embedded within our culture, where employees remain happy, satisfied and committed.

We are glad to confirm below two modifications to your offer:

- CTC is upgraded to INR 4.25 LPA (from INR 3.65 LPA)
- Service agreement is now reduced to 12 months (earlier 24 months). In case you leave in between, you shall be liable to pay INR 50k (earlier INR 2.25 L) to the organization.

Please Note –

- You should be willing to work in any location within India, in a 24x7 operations setup & shifts, as assigned by HCL Technologies
- Your Joining with HCL is subject to BGV Clearance, Re-hire Policy (reuse applicable) and Eligibility criteria as follows:
- Minimum 70% throughout in academics (10th, 12th/Diploma & Graduation) & no backlogs

We will initiate your onboarding documentation process in new fine-series.

We wish you very best for your graduation completion!

For any queries feel free to reach out to E.SchoolConnect@hcl.com

Best Regards,
Garima Chawla
Lead-Campus Relations
HCL Technologies

HCL

18/4/2022

Cognizant

034

18-Jan-2022

Lakshmi Thirumala Kosuri
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Lakshmi Thirumala Kosuri,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You should be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

Unpaid and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strict confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Letter of Intent

Doc Ref. No.:QC20221802 Date of Issue: 12th JUNE 2022

Dear **SUSANTH KOTHAPALLI**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** **university.relations@quest-global.com**

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

***Disclaimer:** The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.*

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

wipro

[illegible]

Dear **BHARADWAJ ALLAPARTHI**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop.**

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCMS Offer Letter within 30 days from the receipt of this offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open the email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note : You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop
Click to Complete

Your Login Information:
Login Name: bharadwajallaparthi@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to:
manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team| Wipro Limited)

[illegible]

19455A0413

Wipro Offer Letter

Inbox

Wipro offer letter <wipro+email+3prq0-153cac68a3@talentsoftwiprocom>

PM (3 days ago)

to me

March 25, 2022

Dear **BEZAWADA KUMAR**

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICIMS Offer Letter within **15 days** from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: [illegible]
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to
manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team) Wipro Limited

This message was sent to [illegible]. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=1600228358724contactid=20492233

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

19485A0413

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the 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 eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition
Infoque

Cognizant

19-414

8-37

12-Jan-2022

Sri Bala Ayyappa Swamy Bezawada
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Sri Bala Ayyappa Swamy Bezawada,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: [illegible] **Date:** [illegible]

Cognizant

19-415

15-Jan-2022

Dokku Sivaji
B.Tech-Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Dokku Sivaji,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IP, infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Dreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: D. SHRUTI **Date:** 18-02-2022

Wipro Offer Letter

Inbox

Wipro offer letter <wipro+email+3pr2m-39939d56dc@talent.icimsinc.com> 6:40 PM (3 days ago)

to me

March 25, 2022

Dear **AMAL EEDE**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 18 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login information:
Login Name: amaltarun038@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to
manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
[Global Campus Hiring Team] Wipro Limited]

This message was sent to amalfarun036@gmail.com. If you don't want to receive these emails from this company in the future, please go to https://wipro.icims.com/icims2/?x=GD1824143801&contactid=20490210

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Email Terms

19-417 542

APPOINTMENT LETTER

March 25, 2022

Dear Hari Eman,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

e. Leave, holidays and working hours as applicable to your stream and location of posting.

f. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provided Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the stand on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of/ or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager – Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

involved, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the 'Company') internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policy.insiderghouse@wipro.com

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policy.insiderghouse@wipro.com

ANNEXURE-II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Hari Emani, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorise Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Hari Emani

Position: Project Engineer **Career Group: TNB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,830
Bonus	3,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**26,685**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,158**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,400
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.10,000 per annum for employees who are not covered under the EGI scheme.
d. Medical Insurance Coverage up to Rs.20lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	[illegible]
End of 18 months	[illegible] - [illegible]
End of Year 2	[illegible] - 1,00,000
End of Year 3	2,00,000- [illegible]

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay : A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary slack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employees is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bandy Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary slack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary slack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on my Wipro->HR Policies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Gross Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to policy on joining. The maximum LTA that can be considered for IT exemption is Rs 40,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ hotspot/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs 19,833 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 3,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs 100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under VI6A. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund**- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + VBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.21 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel> Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance Program (MAS)***:** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 15,000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Basic Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years to retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Hari Emani 26/3/2023 3:57 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T: +91 (80) 2844 0011
Doddakannelli	F: +91 (80) 2844 0054
Sarjapur Road	E: info@wipro.com
Bengaluru 560 035	W: wipro.com
India	C: [illegible]

24143623

APPOINTMENT LETTER

March 28, 2022

Dear Kappavarapu Jagadhish,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

6. Confidentiality

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company irrespective of the circumstances of, or the reasons for, the cessation.

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or misrepresentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 55% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependant member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on the open market or the interest is not material.

b. For an employee or any dependant member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependant member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services (except entertainment and travel) or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying, selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policy@wiprotrading.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall deal, communicate provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

Total Cost to Company per annum	**[illegible]**

*Notional sum indicating contribution of 5.33 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or disease, death in immediate family or self-marriage
c. Medical assistance of Rs.10,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	20000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential.

exemption please refer to [illegible] are joining. The maximum LTA that can be considered for IT exemption is Rs 10,000.

3. **Telephone/Mobile Phone Allowances.**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ hub/ router/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 18,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card.**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance.**

An amount of Rs.100 (additional 200 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System.**

You can contribute between 3% up to 10% of your Basic towards NPS and deduct it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of

a. **Provident fund.** Where basic is higher than INR 15,000, 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000, Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 per

b. National sum indicating contribution of 5.21 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel:

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1200 per day for 8 days (total amount of Rs.9,600) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPAI) Program: Rs. 10,00,000 Through GPAI, you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 16,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per ESOI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on pinnig. Access through My Wipro -> My Policies ->India -> My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation Scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will also be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary towards the scheme selected by the member. In case 10% of basic exceeds Rs.1,80,000 per annum, member employee will have an option to restrict the contribution to Rs.1,80,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,00,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slips of the enrolled member. The accumulated contribution amount and the interest earned (on the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log into My Wipro -> My data->My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Kaplavalasu Jagadhish 26/12/22 8:03 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T: +91 (80) 2844 0011

Corporate Email: E: +91 (80) 2844 0054

Support Email: E: info@wipro.com

Domestic Call Out: W: www.wipro.com

Fareportal

Fare Portal India Pvt. Ltd.

Ref. FIPL/Offer/1392/77/2022 Date: **23-sept-2022**

Mr. Sai Prakash
Machilipatnam
AndhraPradesh(521001)
Mob: 9403368618

Email ID: saiprakash99@gmail.com

Subject: Offer of Employment

Dear Sai Prakash ,

Congratulations!

We are pleased to offer you employment with Fareportal India Pvt. Ltd., for the position of **"Sr. Software Engineer - TECH (Digital)"** subsequent to your job application and interviews you have had with us.

Your cost to company (CTC) would be **Rs. 1320000 P.A (Fixed Rs. 1200000/- & PB (10%) upto Rs. 120000/-** paid annually based on performance and can go upto 125% of the total variable performance pay) which includes the statutory benefits payable by the company. The breakup of salary will be provided to you on your date of joining.

You are also entitled for one time joining bonus of **Rs. 100000** in two equal instalments first **50%** amount will be paid after completion of **3 Months** and second instalment will be paid after completion of **6 Months.**

You are eligible for a performance bonus upto 10% of the fixed base (if any), subject to your individual performance against KPIs assigned to you as well as the company's overall performance as measured by its ***MOAS*** and ***EBITDA***. Your bonus eligibility is prorated based on date of hire. Company reserves the right to amend its bonus program at any time.

You are required to report to the Department of Human Resources on the **31st Day of 'Oct 2022 at 11:00 AM** for fulfillment of your joining formalities, along with the set of documents annexed herewith.

Please note that this offer is valid subject to your positive employment verification, background checks and verification of compensation/financial documents followed by successful completion of the process training.

Everyone you have interviewed with and all the family members of Fareportal join hand in extending you a warm welcome to the company.

Fareportal is a team of professionals and provides a challenging and rewarding career ensuring a high level of job satisfaction with ample opportunities for career growth & development. We are confident that our association will prove to be mutually beneficial.

Please return a copy of the letter, duly signed as a token of your acceptance of the offer. Please note that this offer is valid till the date of your joining only after which it lapses automatically.

Note: In case employee left the organization within 2 years of joining then the paid Joining Bonus amount will be recovered from full and final settlement in case applicable.

For Fareportal India Pvt. Ltd

Birendra Bhandari

Manager – People & Culture

I have read and accept the terms of the offer. I will join duty on or before 31st oct 2022.

Name, Signature & Date

Basic	50000
HRA	25000
Special Allowance	23200
Statutory Bonu	0
Sub Total	**98200**
Employee PF	1800
Employee ESI	0
CTC	**100000**
Employer PF	1800
Employer ESI	0
Take Home	**96400**
Gross CTC Per Annum	**1200000**
Annual Variable (Performance Bonus) Upto	**120000**
Total CTC Per Annum	**1320000**

Your total cost to company (CTC) would be **Rs. 1320000 P.A.** (**Rupees Thirteen Lac Twenty Thousand Only)** which includes the statutory benefits payable by the company.

<u>*There should be no salary discussion. It is against company's policy</u>.

CHECKLIST OF DOCUMENTS	
Below Mentioned Needs To Be Uploaded in OPL At The Tine Of Documentation Formalities.	
Sr. No.	**Activity**
1.	Signature verified and attested by bank
2.	Offer letter
3.	**Attested** Appointment letter of last organizations
4.	**Attested** Relieving /Resignation Letter of previous employer.
5.	**Attested** Latest salary slip
6.	**Attested** Copy of PAN Card
7.	**Attested** Copy of any Govt. identity card
8.	**Attested** Permanent address proof
9.	**Attested** Local address proof
10.	**Attested** Educational Certificates **(Stating from 10th till Highest qualification)**
11.	**Attested** Professional Certificates
12.	**Attested** Copy of Aadhar Card
13.	7 Passport size photographs (in White Background)
14.	Blood Group
15.	Receipted copy/email of resignation from the current organization before date of joining

Fareportal

Fareportal India Pvt. Ltd.

Declaration for BGV

I,.....am aware that my Salary will only be released post clearance of my Positive Background verification; as such, there should be no :-

- pending BGV due to any pending documentation;
- Incorrect / fake/ non relevant document submission for Address check;
- pending response / negative report from your previous employer(s);
- negative report / observation in any BGV check.

In case of non-revert on my employment check due to any reason(Mandate Reliving letter by Previous employer or any other reason) & will assure to get the HR/Supervisor revert through E-mail on employment details shared by me within 3 working days.

My employment is subject to verification of the particulars given by me. My employment will terminate without any notice period if I am found to have submitted any false statement/s or document.

I am aware of Fareportal BGV Policy & it's my responsibility to support Fareportal BGV team for end to end closure.

_____

Signature

Date:-

4A7

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: September 20, 2022

Dear Kumbham Harshitha,
Vinjarampadu, Pedaparupudi [mandal],Krishna, Krishna,
Andhra Pradesh, India, 521333

Dear Kumbham Harshitha,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organisation as **GRADUATE ENGINEER TRAINEE (GET) in band E1.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and but but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 5, 2022** at 9:00 A.M at the following address **Chennai[illegible]**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and related across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organisation will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **450000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing error/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organisation! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

HCLT Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4369300, 2537800 F: +91 120 2536929
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110 019, India
www.hcltech.com

ANNEXURE B

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL Technologies Ltd., we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirements. The Fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Programs

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

HCLT Confidential

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 or also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resume/CV's of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.* In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

Signature of Employee:

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of Business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, provisions and procedures of HCL as applicable to you and the changes thereto from time to time.

Further, during the period of your employment with HCL, you will be required to read and comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining form) form and LOA (letter of authorization)
5	**Identity Verification** – Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
3. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

<u>Things to Remember</u>

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to close background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / Induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past Joined)	1
3	Passport –Front copy only - for Name & DOB proof	1
4	10th Mark sheet, only if passport is not available.	1

HCLT Confidential

Signature of Employee

5.	PAN CARD as ID Proof (Only if passport is not available)	1
6.	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your **PF account number** (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. Laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No.	Location	Address
1	NOIDA	**Mondays and Thursdays:** Training Induction Room, First Floor, FINAL Tower, Gate number 3, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India) **Tuesdays, Wednesdays and Fridays:** Alumni Induction Room, Ground Floor, Tower – 1, Gate number - 3, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd.Sez Unit 2 (Tidel Park), Four Special Economic Zone, 80/1/3, Shollinganallur Village, Shollinganallur-Mamallapuram High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (SEZ), 6th Floor, Tower 4, Special Economic Zone (SEZ), 139, Agara Industrial Area, Bannerghatta-Agara Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level 4, Building -43 (Unitech Infospace), DF Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2, Survey No. 80,84,90 & 98, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-C, Level- Upper Ground Floor , Wing (A&B), Magarpatta Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arcelia Tower, Ground Floor, Road No 11, Mahu, Andheri East, Opp Goodwill Hotel, Mumbai-400059
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, LDC-01, 2nd Floor – Induction Room, Chak Kajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226010
9	MADURAI	HCL Technologies Ltd, Sez Unit-2, Tower-3, Floor, Special Economic Zone, Survey No. 2/2, 1/3, 1/18, 1/19, 4/1, 3/1, 3/2, 4/2, & 5, Plot No. 5&3 Eandhakudam Village Madurai-Tamil Nadu-625020
10	Raipur	HCL Technologies Ltd, Plot No 5, Sector 12, Mihan SEZ, Raipur

Signature of Employee:

HCL TECHNOLOGIES LTD
Corporate Identification Number [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

11	Coimbatore	State Street HCL Services | Human Resources | Module - 201, 202, 203, 204 And 206 - 2nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn - 04226657526
12	Vijaywada	State Street HCL Services Private Limited,Mallika IT Towers, First Floor, Kalarapalli,Ganavaram,Krishna District 525102

HCL TECHNOLOGIES LTD.
Corporate Identification Number [illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurance Benefit

- Disclaimer:
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organisation and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the HF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

HCL TECHNOLOGIES LTD.
Corporate Development Business L24-1182, 100-R (Sector)
B-35, Sector 1, NOIDA (U.P.) 201 301, (R) India.
T +91 120 4683700, 2537800 F +91 120 2536633
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com

www.hcl.com

The ratio of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCE BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows:

- The policy covers hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to enter Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependents and on confirming that they are NOT covered under any other employer sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declaring.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employees will be covered under Employees' State Insurance **Scheme** in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to avail under medical insurance is available as well, however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions stipulated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

Signature of Employee:

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR 1,250/- whichever is lower is remitted to PF contribution towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 10,00 lakhs.

- **Term Life Insurance (Including EDLI):** In HCL, you will be covered under the term-life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this exclusive yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer:

You will be liable to pay all applicable taxes on your income as per the fiscal laws. You will also be responsible for filing your personal income tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting or advice of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, amend or withdraw the benefits mentioned above in part or in full based on management's discretion.

We look forward for you being an integral part of this exclusive yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below:-

Permanent Address: Vinjarampadu, Pedaparupudi (mandal), Krishna, Krishna, Andhra Pradesh, India, 521121
Email ID: kumbhandhanakkha@gmail.com
Telephone Number: 9848218113

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have stated and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions. I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any all inventions, original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (c) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records. I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Signature of Employee: _____

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development, or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. Non-Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorise directly or indirectly to be solicited for employment, or cause or authorise directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. Non-Competition: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to inappropriate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of assessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such moneys from me.

8. **Remedies:** By virtue of the duties and responsibilities attended with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that such such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the tgrms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

HCL TECHNOLOGIES LTD.
Corporate Identification Number [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
www.hcl.com

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Kumbham Harshitha
September 30, 2023

wipro

APPOINTMENT LETTER

January 19, 2022

Dear Kumpati Meghanashuda,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay – The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal - [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

this be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for the cessation).

b. In your work for Wipro you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other persons with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the proposition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and for enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority, or under from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the organization. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period, you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited.**

Aparna Shadan
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. The policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

March 12, 2022

Dear Kumpati Meghanadhudu,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro.**

2. Duration of training

The duration of **internship** is **3 months** starting from **17th march 2022**. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first obtaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

   Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required

under obligation of law or as may be required by Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Wipro.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be silently holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature drawings, records etc. belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,

Aparna Shailen
General Manager – Human Resources

Endorsement:

18-4-19

wipro

APPOINTMENT LETTER

March 21, 2019

Dear Kumpati Rahul,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your **band and stream**. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications anytime the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure IV - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

d. Leave, holidays and working hours as applicable to you shown and location of posting.

h. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

i. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

j. Leave Travel Assistance (LTA) as per the Company's policy.

k. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

l. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

p. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and communicated to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pertinent to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, work conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and be protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with which you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the presumption that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology training. Through the extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 15,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one month notice during probationary period and three months notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are released, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of the letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shalian
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment, and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of interest' policy and I declare that there is no 'Conflict of interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policydesiringhouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to 'UPSI' of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze suspension, termination of employment or employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details or procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I Kumpati Rahul, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification

b. processing my job application including background verification checks

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Kumpati Rahul

Position: Project Engineer **Career Group: TAB - E**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,349
Total Fixed Cash	**24,188**
PF (Employer Contribution)	1,800
Gratuity (4.81% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,439
Target Cost to Company per month	**29,187**
Total Cost to Company per annum	**3,00,004**

Notional sum indicating contribution of 4.81 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime Interest Free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest Free contingency cash of ticket of Rs. 50,000/- and 3 months gross towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 3lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	1,00,000 - 2,00,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being 'active' in the services of the company through to retention date as applicable

b. your employment has not been terminated for your performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organisation before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – III

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to industry productivity, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Member, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on my Wipro->my Policies->Common Policies-Across Countries->my Responsibilities->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

They are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 80,000.

2. **Telephone/Mobile Phone Allowance:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband, modem, hub, routers, DTHS etc. for internet usage plans are eligible for IT exemption up to Rs. 15,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   Any amount of Rs. 1700 / 2,763 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 200 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension Scheme:**

You can contribute between 5% up to 12% of your Basic towards NPS and avoiding it under 80C. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** (Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000: Minimum of 12% of (Basic + VBP + Additional (Where applicable)) or INR 1800 pm

b. Notional sum indicating contribution of 8.33 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel:

a. You would be entitled for Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training in classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs 1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro>> My Policies >> India->My Travel>Transfer Policy- Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical:

1. Medical Assurance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slips is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Insurance: You are eligible for a floater coverage of Rs.3,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly pay-off depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top Up cover is voluntary and charged as applicable during renewal timelines.

ii. Annual Health Check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit:: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 Lrh to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program::

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 23 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No. of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 24 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/advance towards purchase of flat/ a/heater. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in cases of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CIRDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to liquid cash.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPAI) Program: Rs. 10,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 80,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per ESIC (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India -> My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date. This is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary towards the scheme selected by the member. In case 10% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the census) can be utilized to avail the retirement benefits.

For further details, please refer the Policy on My Wipro -> My Information Sources -> Intra -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in the window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Kumbali Rahul 21/3/2022 10:58 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T: +91 (80) [illegible]
Doddakannelli	F: +91 (80) [illegible]
Sarjapur Road	E: [illegible]
Bangalore India	W: [illegible]
India	[illegible]

34107837

cognizant

1641A0680 -
Cognizant

15-Jan-2022

Kuram Ganesh Manoj Kumar Reddy
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kuram Ganesh Manoj Kumar Reddy,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst Aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 2 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be pay only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill library.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, cross challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role at Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SaaS program terms and conditions from time to time.
- Stipend payment will be done for the executed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestones are the eligible factors for processing stipend

payment and Bonus spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary of products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

18-480

15-Jan-2022

Kunam Ganesh Manoj Kumar Reddy
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kunam Ganesh Manoj Kumar Reddy,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning pack will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be mentioned through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain utmost confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

Letter of Intent (LOI)

Superset ID: 1448030

November 02, 2021

Dear Kunem Reddy,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final sending, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned **time period**, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

[illegible]

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

Letter of Intent (LOI)

Scanned ID: 1444896

November 02, 2021

Dear Kumar Reddy,

This LOI relies to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Based the information and representation provided by you, we are pleased to inform you that we have found you suitable for the one you applied and your designation will be **Programmer Analyst Trainee**. Upon final decision, a formal Offer Letter with the compensation, terms and conditions, rules, requirements & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,268/-**. This includes an annual incentive target of **INR 22,326/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all timing formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as valid. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Scanned ID as Candidate ID and Choose Category as Letter of Intent (LOI).

[illegible]

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

15-Jan-2022

Kunam Ganesh Manoj Kumar Reddy
B.Tech Electronics & Communication Engineering
Gudhavalleru Engineering College, Gudhavalleru

Dear Kunam Ganesh Manoj Kumar Reddy,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the rating category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2023 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor comments, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or meet requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and secure agent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 3 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1Kg 8A0681
Cognizant

19-Jan-2022

Kunaparaddy Sai Bhargav
B.Tech Electronics & Communication Engineering
Sudhakaraju Engineering College, Sudhakaraju

Dear Kunaparaddy Sai Bhargav,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 8 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a one- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, lectures, GHC interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed to Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reporter will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GoHC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of you reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1849 MOD B1

Cognizant

Letter of Intent (LOI)

Supersol ID: 1460089

November 03, 2021

Dear Rumpaneddy Bhargav,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied with your designation will be **Programmer Analyst Trainee**. Upon final assessing, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from you and within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Supersol ID as Candidate ID and choose Category as Letter of Intent (LOI)

[illegible]

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd**

Maya Sreekumar

Vice President - Human Resources

11:24 AM | 0.0KB/s

Training location updates

Inbox

manager.campus@... 8 days ago

to me

Dear Radhanuru Vasanjaneyulu,

We are delighted to see you selected.

Please note your training location is Chennai. Your technical training will start from 30th December 2022 which will be virtual. You will have to report to your training location on 4th January 2023. A detailed email on your training schedule will be shared next journey. Please verify your office letter along with government ID proof.

Please note that you would have to report to your training location only if you successfully completed your virtual onboarding on 27th December 2022.

Regards,

Global Campus Hiring Team,
Wipro Limited

11:28

18-4 Oz

Greetings from Wipro!

Thank you for your response and confirmation to purse internshipwith Wipro.

We are pleased to inform you that your internship would beprocessed from **1st week of March 2022**.

You will be receiving an internship offer letter very soon whichneeds to be accepted in order to get onboarded as an intern.

Kindly help us confirm the minimum internship duration requiredto complete your 8th Semester by responding to our survey below latest by **24th February, 2022 by 6 PM**

Click HERE to record your response.

Looking forward to your responses.

Regards,
Global Campus Hiring
Wipro Limited

1848 1A04 B2

wipro

APPOINTMENT LETTER

January 24, 2022

Dear Kumkumara Veeranjaneyulu,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all customer requirements as laid down by the University/Institution for receipt of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications inclusive the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

d. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and labour and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's internet portal | ie. [illegible]

4. Responsibilities:

a. In view of your position and offices, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. As at times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure "integrity" in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned to Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company or expiration of the circumstances of, or the reasons for, the remaining not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a permission pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move the existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the separation).

6. As your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and be entirely remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 50% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement

As part of your seventh transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to onboarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above **and in consideration of the** company bearing all the costs in connection with the training benefits paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination

Your employment with the Company shall be terminable, without reasons, by either party giving a seventh notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, blueprints, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP)

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to retain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or

[illegible] shares in such companies which are quoted and sold in the open market or the relevant to your essential.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no Conflict of Interest in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to be the 'Company') internal policy. Insider trading generally involves the act of respective grouping/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as 'UPSI') about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subsequently buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as follow:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyotheringhouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall not communicate, provide or allow access to 'UPSI' of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including family members, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions that range freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of transactions occurred on disposal of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a market value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible].

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I Kunkunuru Veeranjanayulu confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Titles and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that Personal Information means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Kunkunuru Veeranjanayulu

Position: Project Engineer **Career Group: TRB - 5**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,073
HRA	5,635
Bonus	2,324
Wipro Benefits Plan (WBP)	4,840
Total Fixed Cash	**24,888**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	600
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the EBI scheme
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned policy, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for your performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential.

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in bidding roles, variable pay will be linked to individual productivity, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in bidding roles in Bands Team Member A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific time for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myAbpro->my/Policies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ perquisites considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be eligible to opt for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   Need employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to guidelines on joining. The maximum LTA that can be considered for IT exemption is the actuals.

2. **Telephone/Mobile Phone Allowance:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ data/ datacy GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 16,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1110 / 3,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 200 in case of child is hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under VBP. This will be over and above Sec.80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** Where basic is higher than INR 15,000/- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000/- Minimum of 12% of (Basic + VBP + Additional (Where applicable)) or INR 1800 pm.

b. Notional sum indicating contribution of 4.81 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. [illegible] from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs. [illegible] per day for [illegible] days (total amount of Rs. [illegible]) from the date of joining. You may utilize the amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. [illegible] per day for 7 days (total amount of Rs. [illegible]) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > My Policies > India > My Travel > Transfer Policy Team Rainbow.

d. Campus joinees would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAP)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs. [illegible] per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on raising a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs [illegible] per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a minimal monthly charge. Top Up cover is voluntary and charged as applicable during renewal deadlines.

5. Annual Health Check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a wing-sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee in the unfortunate event of death while in service. The pension payable is based on last-drawn basic salary at the time of death, number of years of retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 10,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No. of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 10,000 x 20 x 2.751 x 80% = Rs. 8,400 per month as supplementary pension payable. *Grade Factor is a bond specific predefined pension Accrual rate.

Loans

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Year Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on paring. Access through My Wipro -> My Policies -> India -> My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VBS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. UC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

8 Management fund management

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will affect under 'Pension' component in the salary stock of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Hignix -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Kunkuru.ru Veeringanayulu 24/11/2022 7:16 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

K. Naveen
18481A04B5

M

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushiring@mphasis.com> Thu, 24 Oct 2021 at 5:20 pm
To: naveenkurapati02@gmail.com <naveenkurapati02@gmail.com>
Cc: placementoffices@gecgudlavalleru.ac.in <placementoffices@gecgudlavalleru.ac.in>

Ref No:- MPHTH_CC2022-2199

Dear Naveen Kurapati,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITC and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations.

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campusfiles@mphasis.com,

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

[redacted]

OFFER & APPOINTMENT LETTER

Offer Release Date: November 22, 2013

Dear Kamala Meghana,
4-15-2, RC Colony, Nandiwada,
Krishna, Gudiwada,
Andhra Pradesh, India, 521321

Dear Kamala Meghana,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. (hereafter referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the solution that this fast changing world needs, keep sharpening your skills and investing in yourself and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **November 26, 2013**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **470000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organisation! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Debasis Sarkar
Sr. VP, Head-Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301 (UP) India
T: +91 120-6245700, 6221000 F: +91 120-2445811
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019 India
www.hcltech.com

ANNEXURE 1

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL Technologies Ltd.**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you. This is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Noida**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall initiate for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) modules will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Employment of Relatives

At the time of joining, you shall declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or in third party relationship in the same work unit (Respective L3 Organisation Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

8. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resume/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

9. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or to execute working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

10. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

Signature of Employee:

13. Deputation/ Transfer

Company may after deputy you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

14. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

15. Other benefits

You shall be eligible for other benefits related to leaves, gratuities etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

16. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

17. Data Protection

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. Other Rules and Regulations of the Company

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

HCL TECHNOLOGIES LTD.
[illegible]
[illegible]
T: [illegible]
Registered Office: [illegible]
www.hcltech.com
www.hcl.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Office of the BGV link)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** - Passport, Ration Card, Voter ID, Driving License, Rental agreement or Lease agreement etc.
3	**Previous Employer** - Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and UDA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required) 1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail. 2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address. **Things to Remember:** 1. The information provided in Resume and background verification form must be same. 2. Information provided in background verification form must be accurate. 3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). 4. Any Gap in Employment or Education must be informed explicitly to the recruiter. Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining (Must be mandatorily uploaded on Discover HCL Portal)	
S. No	Document Name
1	Latest Offer /Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (If the Date of Joining in the offer letter is past dated)
3	Passport - Name & DOB page as proof
4	10th Mark sheet, only if passport is not available
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible or dark and hazy copies are not accepted.

HCLT Confidential

Signature of Employee

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

[illegible]

T: [illegible]

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India

www.hcltech.com

[illegible]

- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc. HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filing details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 10:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCL Onboarding team within 7 days of your date of joining, either in person or through courier.

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. - 1 , Akash induction Room, Ground Floor, Tower – 1, Hub 612, Plot No 3A, Sector 126, Noida - 201303, UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Bldg), Elcot Special Economic Zone, 602/3, Shollinganallur village, Sholinganallur-Mahabalipuram High Road, Chennai-600119
3	BANGALORE	HCL Technologies Ltd, SAL (SAL1), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Bpac Industrial Area, Bommasandra Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd Level-4, Building -43 Unitech Infospace, Dh Block, Sector-V, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level 2, H-block, Special Economic Zone, Phoenix Infocity Pvt Ltd, Survey No. 83,84,85 & 86, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Kalyani Nagar, Pune-411014
7	MUMBAI	HCL Connect Ltd, Arena Towers, Ground Floor, Road No.13, Mhada, Andheri East, Opp Goldfish Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Check Gajaria Farms, Sultanpur Road, Gate No. 1, Tower EDC-02, First Floor – Induction Room-2, Lucknow, Uttar Pradesh, 226002
9	MADURAI	HCL Technologies Ltd, Frost, IT SEZ , , , Plot No. 1 & 7, Vandhalkudam Village Madurai Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	Wipro Product HCL Services | Human Resources | Module - 202, 203, 205, 206 And 208 – 2nd Floor, Tidelpark Limited, Coimbatore - 641014,Tele : 04120407126
12	Vijayawada	Wipro Product HCL Services Private Limited, Mukha IT Towers, Third Floor, Kovur-south, Gannavaram, Krishna District 521101

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number [illegible]
[illegible] Sector 1, NOIDA [illegible], UP, India
T: +91 [illegible] +91 [illegible]
Registered Office: [illegible], Nehru Place, New Delhi - 110019, India
www.hcltech.com
[illegible]

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retrals & Insurance Benefit

- **Disclaimer:**
- **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band**

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 300% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

Signature of Employee

HCL TECHNOLOGIES LTD
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP, India
T: +91-120-4683100, 3024000 F: +91-120-2400021
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (rules / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCE BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amounts mentioned under 'Insurance and Medical benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows:

- The policy covers Hospitalisation expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependents and on confirming that they are NOT covered under any other employer sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependents declared.
- The hospitalisation coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well, however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions established under Medical insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to President Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form 12 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including ESIS):** At HCL, you will be covered under the Term-life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

[illegible] TECHNOLOGIES LTD.
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

ANNEXURE V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. **Confidential Information**

Company Information. I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organizations, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information. I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information. I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. **Inventions**

Inventions Retained and Licensed. I have attached and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment

Signature of Employee:

with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions. I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, developments, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records. I agree to keep and maintain adequate and current written records of all inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Signature of Employee:

Employee Initials _____

Excepted to Assignments: I understand that the provisions of this Agreement requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development, or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. Non Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. Non Competition: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business, Security, Customer Experience, Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITES Services, Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion, the Employee hereby acknowledges and agrees to the same.

Signature of Employee: _____

In case, the Company initiates separation by way of involuntary termination or redundancy, then the non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirements, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer programs or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop dead device, digital rights management tool (including without limitation so-called DRM opt out), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, disclosing, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such losses from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Kurrele Meghana
November 22, 2023

We look forward for you being an integral part of this venture yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer:
You will be liable to pay all applicable taxes on your income as per the Said laws. You will also be responsible for filing your personal income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: [illegible], Nandiwada,
Krishna, Gudivada,
Andhra Pradesh, India, [illegible]
Email ID: [illegible]@gmail.com
Telephone Number: [illegible]

C9

wipro

1848180487

APPOINTMENT LETTER

January 25, 2020

Dear B N V Kishore Kumar Lankapalli

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements for operating 24x7. You would be operating from any of those locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications and/or the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure V - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be increased periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall remain during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

v. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro (or its exclusive designee) all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and be prejudicial to of utmost importance to the Company. You confirm that for a period of six (6) months after cessation of your employment from the Company (irrespective of the circumstances of or the reason for the cessation), you will not accept any offer of employment from a customer or client with whom you have interacted or served in a professional capacity representing the Company during the six (6) months preceding the date of cessation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted falsified documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and to enforce remedies available as per under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally. If required. In this connection, if any of the provisions of this letter of appointment are deemed or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any earlier agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test or other interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

[illegible]

d. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

e. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

f. For an employee to use or release to a third party any data or, disclosure, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

g. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no Conflict of Interest in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to other others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly attached as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearance@wipro.com

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall deal, communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including relatives and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of two lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearance@wipro.com.

ANNEXURE 3

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance-based and will be merged (added) to your salary after 12 months from the date of payout. This bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	[illegible]
End of 18 months	[illegible] – [illegible]
End of Year 2	[illegible] – [illegible]
End of Year 3	[illegible] – [illegible]

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for your performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The great bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

iv. In the event of your description to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential

ANNEXURE – II

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Consolidate Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – III

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

You can contribute between 1% up to 10% of your Basic towards NPS and receive it under 80C. You will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund**: Where basic is higher than INR 15,000/- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000/- Minimum of 12% of (Basic + DBP + Additional DA if not applicable or INR 1800 p.m)

b. National sum indicating contribution of 4.81 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred on less of attending training or interviews at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1200/- per day for 8 days (total amount of Rs.9,600) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your that month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro>> My Policies >> Home >My Travel>Transfer Policy Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance (Tension-Free): This is a medical-inclusive screening plan, your spouse and your children in the event of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** You limit will be credited based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slip is a notional figure and it indicates average outflow per month and can anticipated towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs.2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly salary depending on your marital/family status towards the lump sum insured premium, for all the claim amount has to be borne by you.

If you wish to enhance this coverage, You up sizes options are also available for a highly negotiated premium. More details on the policy are available on My Wipro Services in myWipro which is accessible on joining.

[illegible]

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VGS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary towards the scheme selected by the member. In case 10% of basic exceeds Rs 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slack of the enrolled member. The accumulated contribution amount and the interest earned (or the losses) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to avoid into VGS, please log into My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VGS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** [illegible]

(Clicking the checkbox above is equivalent to a handwritten signature)

Employee Office

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Prodapt

June 16, 2022

To,

Loya Kushwanth Vardhan
Dilac: 11-483/A
Nagamirapadu Vasavinagar
Gudivada - 521301

Dear Loya Kushwanth Vardhan,

We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited**, herein referred as Prodapt, as **Software Engineer** at our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be Chennai.

We would like you to start work on or about **June 22, 2022** or earlier, if at all possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 550000** per annum, as identified in Schedule A.

2. You are eligible for a Joining Bonus of **INR 55000**. If you leave Prodapt within a year this amount has to be repaid to Prodapt.

3. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**
   Please note that you must present the original documents for verification purposes:
   a. Signed copy of the hiring letter and Employment Agreement
   b. Permanent Account Number (PAN) card or copy of PAN application
   c. Relieving certificate from your former employer
   d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
   e. Duly attested copies of academic and professional certificates
   f. One soft copy of passport size photograph with white background
   g. Last pay slip drawn or compensation page from last employer
   h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Pinnacle, 4th Floor, No. 2024, Rajiv Gandhi
Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA
CIN: U65000TN2006PTC061498

T: +91-44-4802 0000 | F: +91-44-4802 0000
www.prodapt.com | info@prodapt.com

Prodapt

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within the agreed date of acceptance. If for whatever reason you are unable to join within the agreed date, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in Item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 8:15 am to 8:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at @prodaptsolutions.com

Prodapt

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

Pradeep Jamani

Pradeep Jamani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature _____ Date: _____

My proposed start date will be on: _____

Prodapt

Schedule A – Salary & Allowances

Employee's Name	Lopa Kushwanth Vardhan	
Position	Software Engineer	
Grade	PSA	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	200,000	16,333
House Rent Allowance	110,000	9,167
"A" Sub-total - Fixed	330,000	27,500
"B" Flexible		
Special Allowance	153,816	12,818
"B" Sub-total Flexible	153,816	12,818
"C" Retiral Benefits		
Employer Provident Fund	26,460	2,205
Gratuity	10,682	892
"C" Sub-total - Retiral Benefits	36,942	3,082
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	8,500	642
"E" Sub-total - Annual Component	8,500	642
Total Cost to Company: Total (A+B+C+D+E)	550,000	45,833

Note:

Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.

Re-imbursement amount can be fixed with Finance Department.

No need to Produce bills for Lunch Coupons

*Bonus will be paid once in a quarter

Prodapt.

EMPLOYMENT AGREEMENT

AGREEMENT made this June 16, 2022, between, Laya Kushwanth Vardhan, a citizen of India ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. **Employment**

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee/assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. **Probation Period:**

Employee will be on probation for Six months, at the end of the probation period, unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. **Inventions**

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights therein. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and on such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third parts, provided that such requirement is no broader than the requirements of Section 2 above.

4. **Confidential Information**

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, working, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. **No Solicitation; Prohibition on Transacting Business**

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit (or aid in the solicitation for employment) or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

(c) assist or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

(d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

4. **Non-Compete:**

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

5. **Background Verification:**

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check or criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

6. **Return of PRODAPT Property:**

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

8. **Injunctive Relief:**

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

Prodapt

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 9 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement thereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of _____

EMPLOYEE:
Signature: _____

For PRODAPT:

Pradeep Jumani
Digitally signed by Pradeep Jumani

Signature: _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

HCL || Final Confirmation || 2022 Inbox

Raginee Kotchra 11 Mar
to Raginee, Anuhika

Classification: Public

Dear Candidate,

Hope this mail finds you well.

Congratulations!! The below students have been selected for the opportunity with HCL.

1	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]
6	[illegible]	[illegible]	[illegible]
7	[illegible]	[illegible]	[illegible]
8	[illegible]	[illegible]	[illegible]
9	[illegible]	[illegible]	[illegible]
10	[illegible]	[illegible]	[illegible]
11	[illegible]	[illegible]	[illegible]
12	[illegible]	[illegible]	[illegible]
13	[illegible]	[illegible]	[illegible]
14	[illegible]	[illegible]	[illegible]
15	[illegible]	[illegible]	[illegible]
16	[illegible]	[illegible]	[illegible]
17	[illegible]	[illegible]	[illegible]
18	[illegible]	[illegible]	[illegible]
19	[illegible]	[illegible]	[illegible]
20	[illegible]	[illegible]	[illegible]
21	[illegible]	[illegible]	[illegible]
22	[illegible]	[illegible]	[illegible]
23	[illegible]	[illegible]	[illegible]
24	[illegible]	[illegible]	[illegible]
25	[illegible]	[illegible]	[illegible]
26	[illegible]	[illegible]	[illegible]

Scanned with CamScanner

portant Points

1. CTC offered : INR 4.25 LPA

2. Selected Candidates should be willing to work on any assignment

Scanned with CamScanner

Important Points:

1. CTC =Fixed : INR 4.25 LPA

2. Selected Candidates should be willing to work on any assignment assigned by HCL Technologies including 24*7 operations and Shifts, willing to learn.

3. Selected Candidates should be Willing to work in any location within India or abroad as assigned by HCL Technologies.

4. Service Agreement for 12 Months (as applicable). In case they leave before completing 12 months, they are liable to pay 30K to the organization.

Please Note:

Their Joining with HCL is subject to BGV Clearance, Service Policy(wherever applicable) and Eligibility criteria as follows :

1. Minimum 70% throughout in academics(10th, 12th/Diploma & Graduation) & no Backlogs.
2. B.E/B. Tech Graduation passing Free ITIT & Specialization in Circuit Branch only.

Please acknowledge the email with consent that these students are blocked for HCL and should not be appearing for other organizations. All should join HCL.

Thanks and Regards

Raginee Kotchre

E- School - Campus Hiring Team

www.hcltech.com

www.hcl.com

Scanned with CamScanner

18481-00ACO

(73)

C12

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213750198/Hyderabad
Date: 16/10/2021

Ms. Sivani Loya
23/3723/37,
Ramanaidupet,
Machilipatnam-521001,
Andhra Pradesh.
Tel# 91-9182535060

Dear Sivani Loya,

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
[illegible]

C13 C1

Prodapt Solutions Private Limited

Prince Infinity 5, 4th Floor, No. 3534 Rajiv Gandhi Saai (OMR)

Kandanchavadi Chennai 600096 Tamil Nadu

PAYSLIP FOR THE MONTH OF October 2022 (From 10/01/2022 To 10/31/2022)

Total Days	: 31	Weekly Off Bal A Days	: 10
Total Holidays	: 10	Working Days	: 21
LOP	: 0	Present Days	: 21
Paid Leaves	: 0	Maximum Payable Days	: 31
Net Paid Days	: 31	Sale Loan Arrear Days	: 0
Employee Name	: [illegible]	CUM	: [illegible]
EMA	: [illegible]	PAN	: [illegible]
Bank Ac No.	: [illegible]	EMA Ac No.	:
Department	: [illegible]	Designation	: Software Engineer
Pay Mode	: Bank	Bank Name	: [illegible]
PF NUMBER	:	UAN	: [illegible]
PRELIMINARY DATE	: [illegible]	PRELIMINARY DATE	: [illegible]
LOP	: 0		

Earnings	Actual	Amount	Deductions	Amount
Basic	[illegible]	[illegible]	Provident Fund	[illegible]
Fixed Perf. Allowance	[illegible]	[illegible]	Professional Tax	[illegible]
Service Allowance	[illegible]	[illegible]		
Total Earnings	[illegible]	[illegible]	Total Deductions	[illegible]
NOTES/REMARKS				[illegible]

TDS (Provide Income Indicator)	[illegible]
LTS-REIMBURSEMENT	[illegible]
TOTAL REIMBURSEMENT	[illegible]
NET TAKEHOME	[illegible]
IN WORDS	Rupees Thirty Seven Thousand Nine Hundred and Ten Only

Computer generated payroll
Employee signature not required

Prodapt

August 16, 2023

To,
Mandala Sai Kumar
[illegible]
Park Dasa Bazar, Vijayachinta, Ka
Kalampur - 522614

Dear Mandala Sai Kumar,

We are pleased to extend an offer of employment to you. Prodapt Solutions Private Limited hereby referred as Prodapt as Software Engineer at our offices in Chennai India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from your initial place of employment will be Chennai.

We would like you to start work on or about August 27, 2023 or earlier. If so all possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowance will be in the rate of INR 500,000 per annum as identified in Schedule A.

2. You are eligible for a joining bonus of INR 33,000 per annum if you leave Prodapt within a year this amount has to be repaid to Prodapt.

3. You are entitled to one time relocation reimbursement of a maximum of INR 25,000 based on submission of bills & declaration from within a month of joining. If you leave Prodapt within a year the relocation allowance amount has to be repaid to Prodapt.

4. This offer is valid for a period of five (5) days from the date of the letter, within which period of time you must accept the same in writing. **This offer is also conditional upon receipt of the documents listed below on later than the day your employment with the Prodapt only that you must present the original documents for verification purposes.**

   a. Signed copy of this letter with your Employment Agreement
   b. Photocopy of your Employment (PCC) and if copy of this application
   c. Relieving certificate from your former employer
   d. Duly attested copy of both certificate/school leaving certificate for verification of personal data (DOB) (Any attested photocopy of the relevant pages of your document indicating details such as date of birth, place of residence, photograph, etc.
   e. Duly attested copies of graduation and photocopies certificates
   f. Five soft copy of recent real photograph with other background

Prodapt

Prodapt.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference to our business. We look forward to working with you.

Yours sincerely,

[illegible signature]

[illegible]

Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd on the terms and conditions described above.

Signature: [illegible signature] Date: 15-[illegible]-[illegible]

My proposed start date will be on: [illegible]

Prodapt

Schedule A – Salary & Allowances

Employee's Name	[illegible]	
Position	[illegible]	
Grade	[illegible]	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	[illegible]	[illegible]
Fixed Rent Insurance	[illegible]	[illegible]
"A" Sub-total Fixed	[illegible]	[illegible]
"B" Flexible		
Special Allowance	[illegible]	[illegible]
"B" Sub-total Flexible	[illegible]	[illegible]
"C" Social Benefits		
Employer Provident Fund	[illegible]	[illegible]
Gratuity	[illegible]	[illegible]
"C" Sub-total - Social Benefits	[illegible]	[illegible]
"D" Bonus		
Bonus	[illegible]	[illegible]
"D" Sub-total - Bonus	[illegible]	[illegible]
"E" Annual Compulsory		
Health Insurance	[illegible]	[illegible]
"E" Sub-total - Annual Compulsory	[illegible]	[illegible]
Total Cost To Company - Total (A+B+C+D)	[illegible]	[illegible]

Note:

[illegible]

[illegible]

[illegible]

[illegible]

Prodapt

EMPLOYMENT AGREEMENT

AGREEMENT made this August 10, 2023, between Mahato Sai Kumar, a citizen of India having place of residence in Kalamazoo ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any other agreement or correspondence, the Employee and Prodapt agree as follows:

1. **Employment**

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to perform upon Employee PRODAPT's standard agreement.

PRODAPT has the right to assess the employment or services of the Employee to any affiliate or group entity or any useful transferee/assignee of PRODAPT's business, subject to compliance with applicable laws. Moreover, the Employee does not have any right to such assignment to any affiliate or group entity of PRODAPT, or any ground assignment.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. **Probation Period**

Employee will be on probation for the months at the end of the probation period, unless and until the organization comes back with an extension of the probation. Your services will be deemed to be confirmed. Also, during the probation period the Company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. **EXECUTIVE**

[illegible]

[illegible]

[illegible]

[illegible]

Prodapt.

Employee further agrees that it will:

(i) [illegible] [illegible] and [illegible] details of such inventions, which remains shall be PRODAPT's property and be retained at PRODAPT's premises;

(ii) promptly and fully disclose and describe such inventions in writing to PRODAPT;

(iii) [illegible] and [illegible] freely assign, [illegible] and applications therefor, with respect to such inventions; and

(iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) [illegible] [illegible] and do such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT (during or after their party, provided that such requirement is no broader than the requirements of Section 7 above.

6. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, divulge or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales prospects, employees, business, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis or believe to be confidential information, or which is marked by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any additional confidentiality agreements which may be required by PRODAPT (then or after BWI ceases, provided that such agreement is not broader in its provisions than the requirements of Section 7 above.

7. Non-Solicitation; Restrictions on Competing Business

As a material consideration for Company's entering into this Agreement, you agree that while and you employed by Company, and for a period of two years thereafter, (in the aggregate of your employment for any reason whatsoever or for no reason), neither you nor any person or entity controlled by you will, directly or indirectly:

(i) solicit or cause to be solicited for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns, including, without limitation, individuals employed or serving as technicians, sales representatives or in management;

(ii) solicit or cause to be solicited any Customer of Company with whom you worked or had material contact or for whose account you worked at any time during the two years preceding your termination;

(iii) solicit or cause to be solicited any individual or entity which you know or have reason to know was a Customer (prospect or Customer) of Company during the two years preceding the date of termination; or

(iv) [illegible] business with a Customer either on your own behalf or on behalf of another company or entity other than the Company.

Prodapt.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information, you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, subsidiary's, vendor's, customer's or prospective customer's business, nor in competition without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees and prospective employees to be determined to satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, consultants and/or clients to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check, credit check, drug and/or alcohol screening etc.

Employment under this Agreement is conditional upon satisfaction of the terms of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agents, consultants and/or clients liable for any claims in connection with such checking or failing or the furnishing of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books and documentation, files, keys, equipment, company credit cards, mobile phones, mailing cards, manuals, tools and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without prejudice of its rights to an injunction restraining such breach, or enforcing any provisions of Section non-disclosure or confidentiality or other remedies that discovered, probably be obtainable, from courts as a result of such breach and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other remedy or remedies available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminated by PRODAPT with a minimum of [illegible] days prior notice to Employee.

10.2 Employment under this agreement may be terminated by Employee with a minimum of [illegible] days prior notice to PRODAPT. This is not applicable for employees under probation.

10.3 In addition to the agreement, Employee's employment may be terminated immediately for breach of the confidentiality obligations by PRODAPT, failure to perform duties as the company, and Section 10.1 pertains under the company, and Section 10.2.

10.4 Notwithstanding a probationary period of three (3) days immediately upon notice of your business including transfer of the same company, and is to be treated as attachment of the date.

Section 10 Periods 10.1 of the agreement shall survive termination of employment.

[illegible]

Prodapt

11 [illegible]

[illegible] Chennai [illegible]

[illegible]

EMPLOYEE

Signature: M. [illegible]

For PRODAPT

Signature: [illegible]

Pradeep [illegible]

Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

[illegible]

C14 C3

Legitimate Name (LN)	Date of Issuing	Designated Provider	Blood Group
Date of Birth	Nat'l Card	Aadhar Card Number	

Legitimate Address

[illegible]

[illegible]

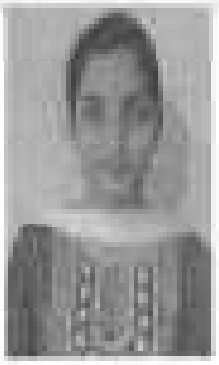
Security, Health & Safety Guidelines for Visitors to Cognizant Premises

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Emergency Contact

- [illegible]
- [illegible]

For office use only



Legitimate Name (LN)	Date of Issuing	Designated Provider	Blood Group
Date of Birth	Nat'l Card	Aadhar Card Number	

Legitimate Address

[illegible]

[illegible]

4Cs

cognizant

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Dec 2022
Financial Period 2022-2023

Private & Confidential

Associate Information			
Mr. Malik Sinya			
Associate Id	[illegible]	Location	[illegible]
Designation	[illegible]	Title	[illegible]
Gender	[illegible]	Bank A/C	[illegible]
Date Of Joining	[illegible]	[illegible]	
[illegible]	[illegible]	Status	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]
[illegible]		[illegible]	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Professional Tax	[illegible]
Basic Rent Allowance	[illegible]	[illegible]	[illegible]
Conveyance Allowance	[illegible]	TDS	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Accident Expense Bonus	[illegible]		
Gr. Total Earnings	[illegible]	Gr. Total Deductions	[illegible]

Net Salary [illegible]	[illegible]

[illegible]

Cognizant

75

18-413

18-Jan-2022

Malla Divya
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Malla Divya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned Authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Rajya Sreekumar
Vice President - Human Resources

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

48

Cognizant

[illegible]

[illegible]

Dear Malla Sleya,
B.Tech, Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – [illegible]

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 481,000/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 18,000/- 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 498,000/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 18,000/- 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.

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

Please note:

1. This appointment is subject to satisfactory 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 15 days 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 null. 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 (if offered to you) 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

H. Dinesh
15/07/23

focuses primarily on technical skills development. You could avail a slice of these as per your college timetable while in the first 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 potential based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you)

a) Cognizant Internship is for approximately 3 to 6 months based on business staffing requirements. The performance during Internship would be monitored through formal evaluations and assessed with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves choices regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you)

a) CSD program is offered through a platform based engagement model combined with integrated skill assessments and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves choices regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant.

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-time job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://portal.cognizant.com/myhr/ask

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: H. Dhanush Date: 15/06/2022

Cognizant

Compensation and Benefits

Name: Malla Divya **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6000	71,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	14,500
5	Company's Contribution to PF #	1500	21,600
6	Insurance Statutory Bonus**	2000	18,000
7	Special Allowance*	7340	88,150
	Annual Gross Compensation*		359,000
	Incentive Indication (on Annual)**		27,500
	Annual Total Compensation		382,400
	Company's Contribution towards Benefits (Medical, Accident and Life Insurance)		46,500
	Annual Total Compensation		431,000

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

Sl No.	Category of Leave	No. of leave days
1	Earned Leave	15
2	Sick Leave	12
3	Casual Leave	8

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

Cognizant

Cognizant

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & ESIU Schemes, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution. PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lower.

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (ASG/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recording (or) either special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month to the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the first time home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you in Cognizant.

M. Dinesh
15/06/22

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of H. Dhingra (hereinafter)

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

AND

DHRO - HOS - CHENNAI - [illegible]

Mala Dhingra, 21, residing at [illegible] (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are promulgated or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct is violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

H. Dhingra
15/09/22

systems or others, your prior employer's and/or third parties' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or vendors that contain confidential and/or any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information in strict and trust not, without prior and specific written permission from the Company, disclose any such information, obtained from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations or unauthorised access may be a cause for termination of your employment with the Company. Besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recordings) relating to matters concerning the business or dealings of affairs of the Company.

d. You shall not, during your employment with the Company and of all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially evocative, libelous, obscene, profane, anti-social, abusive, and disparaging messages or disparaging clients, associates, competitors or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

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

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

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

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

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

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for successful and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

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

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

10/09/23

any Company policy and shall not be notified to you in advance.
d. Your office storage shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavourable results at any time. Similarly, in case if your background verification report is found to be indeterminable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement.
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company.

15/09/22

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your appointing authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 30 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 30 days' advance notice to the Company. When you issue notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period, and/or adjust the vacation accumulated towards part of the notice period.

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

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

15/01/23

- Contract, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether mandatory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of this Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments hereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

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

Cognizant Technology Solutions India Private Limited	Malla Divya
Sign: _____	Sign: [signature]
Name:	Date: 15/04/2022

C15 404

Candidate Name (E)	Date of Entering	Telephone Number	Email Group
[illegible]	[illegible]	[illegible]	[illegible]

Date of Birth	Bibi Card	Applicant Card Number
[illegible]	[illegible]	[illegible]

Cyprianni Address
[illegible]

[illegible]

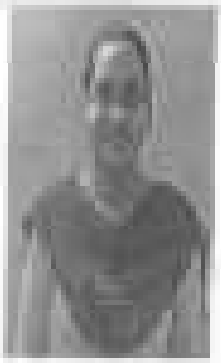
Security Health & Safety Guidelines for Visitors to Cyprianni Premises

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Emergency Contact

- [illegible]
- [illegible]

[illegible]



Candidate Name (E)	Date of Entering	Telephone Number	Email Group
[illegible]	[illegible]	[illegible]	[illegible]

Date of Birth	Bibi Card	Applicant Card Number
[illegible]	[illegible]	[illegible]

Cyprianni Address
[illegible]

Cognizant

30-Apr-2022

Dear Sabarishwaralingam Manish,
B.Tech, Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID - 10789412

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 401,000/-**. 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 offer details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,000/-**. 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, 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.

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

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you assuming 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 only **15 days** 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 (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus talents even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke the offer of employment.

3.1 Cognizant Internship (if offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (if offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training – Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training basket on business specific skill track and it can be used as basis towards your alteration to projectabilities.
c) You could be onboarded directly to business and be given on the job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Sakthivaramdeswari Murali **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**360,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

Note: The insurance amount may vary subject to market conditions from time to time.

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, six apparatus after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

leave by adhering to the conditions as specified in the Cognizant India Leave policy.

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (ASC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) ad-hoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

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

AND

Shri/Smt/Miss/Mrs. Mr/Ms. 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities:

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and uphold yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business.
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices.
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities.
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any governmental bodies/authorities as required under applicable laws/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable breaks, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for consciscious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24

hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or connected with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

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

Cognizant Technology Solutions India Private Limited	Sakrishnamalleswari Mamidi
Sign: _____	Sign: _____
Name:	Date:

464

cognizant

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Nov 2023
Processed Period [illegible]

Printed [illegible]

Associate Information			
Mr. [illegible] Nandi			
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]
[illegible]		[illegible]	[illegible]

Earnings	Amount	Deductions	Amount
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
Gross Total Earnings	[illegible]	Total Deductions	[illegible]

Net Salary ([illegible])	[illegible]

Statutory

Cognizant

18-464

19-Jan-2022

Sasirekaselvaswari Vismit
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Sasirekaselvaswari Vismit,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for a **period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite job and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and travel spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resources

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

19-Jan-2022

Mani Chalispalli
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Mani Chalispalli,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for a **period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are most towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant BenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sivakumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

cognizant

Dear Future HCLites,

Congratulations for your selection!

At HCL, we believe in maximizing human potential, and our employees remain one of our biggest assets. 'Employee First' philosophy is deeply embedded within our culture, where employees remain happy, satisfied and committed.

We are glad to confirm below two modifications to your offer:

- CTC is upgraded to INR 4.25 LPA (from INR 3.65 LPA)
- Service agreement is now reduced to 12 months (earlier 24 months). In case you leave in between, you shall be liable to pay INR 100 (earlier INR 1.25 L) to the organization

Please Note –

- You should be willing to work in any location within India, in a 24x7 operations setup & shifts, as assigned by HCL Technologies
- Your Joining with HCL, is subject to BGV Clearance, Re-Hire Policy (income applicable) and Eligibility criteria as follows:
- Minimum 70% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs

We will initiate your onboarding documentation process in next few weeks.

We wish you very best for your graduation completion!

For any queries feel free to reach out to E.SchoolConnect@hcl.com

Best Regards
Garima Chawla
Lead-Campus Relations
HCL Technologies

HCL

Classification: **Public**

(Fill the link and share the documents before 9 AM Tomorrow – March 30th!)

Dear Candidate,

Congratulations and Welcome to HCL Family!!!
We are kickstarting your onboarding process. Kindly fill the below form link so your candidature can be progressed.

LINK	https://forms.office.com/r/U5HmqPP2vx

Share the below list of documents over mail in PDF format only

(Each document needs to be in a separate PDF file less than 3 MB , DO NOT COMBINE all documents together in one PDF)

- Resume *(Mandatory)*
- Xth Mark sheet *(Mandatory)*
- Aadhar card *(Mandatory)*
- Pan Card *(Mandatory)*

HCL Technologies Ltd.
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: October 10, 2022

Dear MAREPALLI NAGARJUNA,
15-31/2, Willayam Peta
Jaggayyapeta,Krishna(dist), Vijayawada,
Andhra Pradesh, India, 521171

Dear **MAREPALLI NAGARJUNA,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 11, 2022**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **420000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
www.hcltech.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organisation! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head–Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP, India
T: +91 120 4369700, 4369001 F: +91 120 4369030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com

ANNEXURE I

Welcome aboard...

It is often said that an organisation can grow only if it empowers its employees to grow! At HCL Technologies Ltd., we consciously realise this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you. This is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Chennai**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Programs

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effective from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

HCLT Confidential

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same vertical and (Respective LE Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brothers/s, sister/s and children of the employee.

8. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employee fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employee fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

9. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

10. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

11. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

12. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

13. Other Benefits:

You shall be eligible for other benefits related to leaves, gratuities etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

14. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

15. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Companies and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment, to any group/statutory bodies/authorities as required under applicable law/requirements. Moreover, any personal data, which is no longer required, will be deleted without undue delay.

16. Other Rules and Regulations of the Company

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number [illegible]
[illegible]
[illegible]
Registered Office: [illegible], Nehru Place, New Delhi [illegible]
[illegible]
[illegible]

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organisation or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP, India
T: +91 120 4369300, 2566001 F: +91 120 2535234
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets, Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining form) Form and LOA (letter of authorization)
5	**Identity Verification** – Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. **Highest Qualification**- Admit card, college and university official's (Registrar and Director) detail
2. **Previous Employer** – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address

Things to Remember:

i. The information provided in Resume and background verification form must be same.

ii. Information provided in background verification form must be accurate.

iii. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

iv. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to close background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCL Portal)	
S. No	Document Name
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL AMENDMENTS)
2	Extension Letter (If the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10th Mark sheet, only if passport is not available
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.

HCLT Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP India
T: +91 120 4372001-2197000 F: +91 120 4372023
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com

Dear HCL Lateral

- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc. HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 10:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCL Onboarding team within 7 days of your date of joining, either in person or through couriers.

<u>Location of HCL Onboarding Team for joining formalities:</u>

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. - 2, Aquila Induction Room, Ground Floor, Tower – 1, Hub SEZ, Plot No 3A, Sector 126, Noida - 201301, UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Vista Road), Plot Area/Ca Economic Zone, 601/1, Omkaigandar Village, Thiruporur-Vallancheri High Road, Chennai-603119
3	BANGLORE	HCL Technologies Ltd, SAL (SAEZ), 5th Floor, Tower 4, Special Economic Zone (SEZ), 139, Jigani Industrial Area, Bommasandra Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -4B Unitech Infospace, Dh Sarani, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, G-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech City 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue-Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No.13, Hub, Andheri East, Opp Goldfish Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Check Gajaria Farm, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room 1, Lucknow, Uttar Pradesh-226002
9	MADANAI	HCL Technologies Ltd, Hub, IT SEZ , , , Plot No. 5 & 7, Kommuduri Village Madanai Taluk Nellu-621020
10	Nagpur	HCL Technologies Ltd, Plot No.3, Sector 12, Bilhari SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services	Human Resources	Module - 201, 202, 203, 204 And 206 – 2nd Floor, Tidelpark Coimbatore Limited, Coimbatore – 641014,Extn - 042266/5140
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Penamaluru, Gannavaram, Krishna District-521183

HCLT Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorised under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurance Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organisation and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 10,000 spread over 12 months.

- **Adhoc Statutory Bonus:** Applicable when monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

HCLT Confidential

Signature of Employee:

The scope of "Variable Pay" in your compensation structure will be governed based on your 'employee group' in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCE BENEFIT

You and your dependents will be covered under Social Security as per the law and insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards annual insurance (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows:

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependents and on confirming that they are NOT covered under any other employer sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall bound all employees (referred) covered.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well, however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions stipulated under Medical insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

Signature of Employee:

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form 11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

ANNEXURE II

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. **Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. **Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment

with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (c) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instruments or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

5. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

6. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

6. Non-Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorise directly or indirectly to be solicited for employment, or cause or authorise directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. Non-Competition: During 6 month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion, the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

8. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

9. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM tool kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

10. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

11. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

18. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning information and severability, shall be applied when interpreting this Annexure.

Accepted

_____

MAREPALLI NAGARJUNA
October 10, 2022

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer:
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting an aspects of tax/law or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 15-31/1,Jallayam Peta
Jaggayyapeta,krishna(dist), Vijayawada,
Andhra Pradesh, India, 521175
Email ID: marepallisrjan9951@gmail.com
Telephone Number: 9951608360

11:45 0.0KB/s

52138926_PaySli...

18/5/2022 C9

Cognizant

CA

18/5/2022 C9

10-Feb-2022

Dear Matcha Dewri Venkata Sai Akhil,
B.Tech, Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 19934142

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 **401,000/-**. 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 **402,000/-**. 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, 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.

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

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 2 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, if offered to you.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke the offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business staffing requirements. The performance during internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for internship.

b) Interns are accepted under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post joining Cognizant:

Post successful completion of internship or CSD program (if offered to you), one of the below options would be followed based on business demands:

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal **training based** on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://myhr.cognizant.com/ and raise a query.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Bijoy Sreekumar
Vice President - Human Resources

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

Signature: **Date:**

Compensation and Benefits

Name: [illegible] **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	[illegible]	[illegible]
2	HRA*	[illegible]	[illegible]
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Retention Bonus**	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**[illegible]**
	Incentive Inclusion (per annum)*		22,500
	Annual Total Compensation		**[illegible]**
	Company's contribution towards benefits (Medical, Accident and Life insurance)		19,500
	Annual Total Remuneration		**[illegible]**

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

Sl.No	Category of Leave	No. of leave days
1	Earned Leave	15
2	Sick Leave	12
3	Casual Leave	6

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

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (ASC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) either special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings.

****Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is provided to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the fact take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication of Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

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

AND

Mr/Ms [illegible] Ismail Sa Abid 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART;

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

RECITAL

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

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

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and conduct yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, fiduciary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, disparate, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below:
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business.
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices.
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical insurance providers, payroll administrators, background verification agencies and regulatory authorities.
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24

hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
ii. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the procedures and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below:

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement.
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), partner(s) or entity(ies) that previously employed or contracted with you and that any previous employment, contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company:

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice of balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period, and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons as authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its clients.

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 5, 8, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual consultation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

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

Cognizant Technology Solutions India Private Limited	Matcha Gowri Venkata Sai Akhil
Sign:	Sign:
Name: M G V Sai Akhil	Name:

C20 00

[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: September 9, 2022

Dear MATURI RAMACHANDRA SAI,
D no:7-3-1,challapalli mandal
challapalli, krishna district, Challapalli,
Andhra Pradesh, India, 121125

Dear MATURI RAMACHANDRA SAI,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band E1.1
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself, and last but not the least - keep your work and life in perfect balance, because that is the pre-requisite for success.

You are requested to join us on **September 13, 2022** at 9:00 A.M at the following address **Bengaluru[illegible]** Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and related across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **[illegible]** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD
[illegible]
[illegible]
T: [illegible] F: [illegible]
Registered Office: [illegible], New Delhi [illegible] India
[illegible]

[illegible]

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and document(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd

Amrita Das
Senior Vice President
Head Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
www.hcl.com

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow. At HCL Technologies Ltd, we constitutively realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Bangalore**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete certain formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, crimes made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.+ In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as running in the company. You may be required to work in shifts and/or to extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

Signature of Employee:

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisers, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

HCL TECHNOLOGIES LTD.
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	**Highest Qualification** : Degree Certificate, All Years Mark sheets, Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License,, Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV Consent Form Form and LOA (letter of authorization)
5	**Identity Verification** – Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. **Highest Qualification**- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested by client background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / Induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL JOINING DETS)	1
2	Extension Letter (if the Date of joining in the offer letter is past dated)	1
3	Passport –Front copy only – for Name & DOB proof	1
4	10th Mark sheet, only if passport is not available	1

Signature of Employee

5.	PAN CARD as ID Proof (Only if passport is not available)	1
6.	Passport Size Photographs (Only with white background)	2

- Please ensure all documents are **self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and fuzy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your **PF account number** (in case late previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **09:00 to 18:00 IST**.
- Please ensure your RUV Status is Green, before the Date of Joining, check with your Recruiter on the prep/ess/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc., are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** TRIBE Induction Room, First Floor, ISHAN Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India) **Tuesdays, Wednesdays and Fridays:** ATLAS Induction Room, Ground Floor, Tower – 1, Gate number - 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-I (MAC Block), Ethi Special Economic Zone, 601119, Sholinganallur Village, Sholinganallur-Mahabalipuram High Road, Chennai-600119
3	BANGALORE	HCL Technologies Ltd, SEZ BOOT, 6th Floor, Tower 4, Special Economic Zone (SEZ), 126, Jigani Industrial Area, Bommasandra Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building: AB Unitech Infospace, 5th Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level 2, Hitex City 2, Survey No. 30,34,35 & 39, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (B&D), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Central Ltd,Kalina Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Airport Hotel, Mumbai-400099
8	LUCKNOW	HCL Technologies Ltd,MCL IT City, SEZ-01, 2nd Floor - Induction Room, Chak Gajaria Farms, Tedhiya-e Road, Lucknow, (Uttar Pradesh-226001)
9	MADURAI	HCL Technologies Ltd, Sez Unit-II, Tower-1, Third, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/1, 6-1, Plot No. 5&7,Karadikudiyiruppu Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No 5, Sector 12, Milan SEZ, Nagpur

14	Coimbatore	State Street HCL Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn - 04226657[illegible]
15	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesampalli,Gannavaram,Krishna District 521302

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

DETAILS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows:

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, **dependent** children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependents and on confirming that they are NOT covered under any other employer sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependents declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  **The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26) of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 10.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the term-life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this endeavor on fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal income Tax returns. The acknowledge that the Company is not in any way influencing, guiding, suggesting or aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, amend or withdraw the benefits provided either in part or in full based on management's discretion.

We look forward for you being an integral part of this endeavor on fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below:-

Permanent Address: D.No:7-3-1,chalapalli mandal
chalapalli, krishna district, Chalapalli,
AndhraPradesh, India, 521126
Email ID: veeramachaneni.sai@gmail.com
Telephone Number: 9042755899

Signature of Employee:

HCLT TECHNOLOGIES LTD
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP India
T: +91 120 4326125, 2525981 F: +91 120 2525833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hclt.com

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and the receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. <u>Confidential Information</u>:

<u>Company Information</u>: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, arising risks, customer information, profits, organizations, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

<u>Former Employer Information</u>: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

<u>Third Party Information</u>: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. <u>Inventions</u>:

<u>Inventions Retained and Licensed</u>: I have attached and disclosed a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder; or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my rights, title, and interest in and to any/all Invention(s), original works of authorship, developments, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current, written records of all inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Signature of Employee:

Exceptions to Assignments: I understand that the provisions of this Annexure requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (a) directly to the business of the Company, or (b) to the Company's actual or demonstrably anticipated research or development; or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

5. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-competic provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling (SS) Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants:**

Extension of Covenants: If I breach any of my obligations of this Agreement, I understand and agree that the time periods of the obligations that I have breached shall be extended for the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Agreement and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enforcing its goodwill.

7. **Protection of Company & Employees:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worms, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Agreement. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Agreement will not breach any confidentiality Agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Agreement.

Signature of Employee:

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

MATURI RAMACHANDRA SAI
September 5, 2022

1846/A04/D4

C21

M

Mphasis_Letter of Intent!

1 Message

Mphasis - Campus Hiring <campusmhiring@mphasis.com> Thu, 28 Oct 2021, at 5:37 pm
To: suresapapallavi.mekala@gmail.com <suresapapallavi.mekala@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref No: MPHTH_CC2022-2368

Dear Surega Pallavi Mekala,

College Name: **Gudlavalleru Engineering College**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional **position at** Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining

4. On successful verification of documents and certificates provided by you

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campusadmin@mphasis.com.

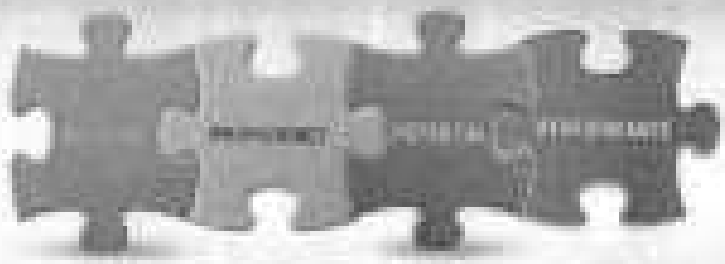
Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are

notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases please notify us immediately at [illegible] and delete this mail from your records.

HCL



Rewarding Performance

COST TO COMPANY(CTC) FOR [illegible]

Email: [illegible]

Band: [illegible]

Designation: [illegible]

Issued [illegible]

Monthly Components (In Rs.)	
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
TOTAL: Monthly (A)	[illegible]
TOTAL: Monthly - Annualised (B)	[illegible]

Annual Components (In Rs.)	
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
TOTAL: Annual - (C)	[illegible]

Variable Components(In Rs.)	
[illegible]	[illegible]
Performance Bonus @ 100% achievement basis	[illegible]
TOTAL: Variable Components - (D)	[illegible]
[illegible]	[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

403 403

HCL Technologies Ltd.
Corporate Identity Number: [illegible]
Technologies Special Economic Zone
Phone: [illegible]
Fax: [illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: August 24, 2022

Dear MOOLIGUMUDI ARUNA,
2-138, gollagudem village
Pothumarru, krishna district, Kaildindi,
Andhra Pradesh, India, 521946

Dear **MOOLIGUMUDI ARUNA,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd** (herein referred as "HCL" or "**Company**"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**.
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 30, 2022** at 9:00 A.M at the following address **Client Location**.Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **475000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL Technologies Ltd, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Hyderabad**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 3 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other parts **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and References Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employer(s), criminal verification, database and web searches, address verification, claims made against achievements in the resume/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or to extended working hours, as permitted by law, if required as per business needs. The same are subject to changes from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

HCL TECHNOLOGIES LTD
Corporate Identification Number: L74140DL1991PLC046369
A-10, Sector 1, NOIDA-201 301, UP, India
T: +91 120 4683100; 2537001/F: +91 120 2536811
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com
cin@hcltech.com

You will retire from service on attaining superannuation at the age of 58 years.

12. Other Benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall enable HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

HCL Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD
Corporate Identification Number : [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
[illegible]
[illegible]

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, Rental agreement or lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the NDA(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** – Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification: Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – (Insert HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (If the Date of Joining in the offer letter is past dated)	1
3	Passport – Front copy only – for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	1

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar Card on the induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/updating etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the date of joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. Laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Address of HCL Onboarding Team for joining formalities:

S. No.	Location	Address
1	NOIDA	**Mondays and Thursdays:** Vikram Induction Room, First Floor, Akshay Tower, Gate number 5, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India) **Tuesdays, Wednesdays and Fridays:** Akashi Induction Room, Ground Floor, Tower – 3, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (SEZ) Rural, Tidel Special Economic Zone, 602/1, Mathuranantakam Village, Chettipunniyur Madhavaram High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAI (SEZ), 8th Floor, Tower 4, Special Economic Zone (SEZ), 129, Egipura Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dr. Biswal, Rajarhat, Kolkata -700156
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-05, Level -2 , Hitex City 2-Survey No. 30,34,35 & 36, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower 7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, SEZ, Pune-411014
7	MUMBAI	HCL Connect Ltd,Arena Tower, Ground Floor, Road No 11, MIDC, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SEC-03, 2nd Floor – Induction Room, Chak Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-3, Block, Special Economic Zone, Survey No. 1/2, 1/3, 1/18, 1/19, 4/1, 2/1, 2/1, 4/1, & 5, Plot No. 18/7,Kanthakkudam Village,Madurai-Tuticorin Road-625020
10	Nagpur	HCL Technologies Ltd, Plot No 5, Sector 12, Hitech SEZ, Nagpur

Signature of Employee:

16	Coimbatore	State Street HCL Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn - [illegible]
18	Vijayawada	State Street HCL Services Private LimitedMadhu IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible], New Delhi-110019, India
[illegible]
[illegible]

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorised under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retrals & Insurance Benefit

Disclaimer:
Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and the amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 30,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 15,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other Food components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRAL & INSURANCE BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards annual insurance (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical insurance policy are as follows:

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well, however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions stipulated under Medical insurance policy.

  *The employee & employer contributions will be payable as per current prescribed rates under ESI Rules.

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
A-10, Sector 1, NOIDA 201 301, UP, India.
T +91 120 4369810, 2512600 F +91 120 2535823
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form 11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 10,00,000 (Rs.10 lakh).

- **Term Life Insurance (including EDLI):** As HCL, you will be covered under the Term life insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes as per Income tax per the local laws. You will also be responsible for filing your personal income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, supporting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, amend or withdraw the benefits extended either in part or in full based on management discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 2-138, gollagudem village
Pothkumarru, krishna district, Gudivada,
Andhra Pradesh, India, 521344
Email ID: madhugunnekar.ucs2003@gmail.com
Telephone Number: 9951717085

Signature of Employee:

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

6. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the above mentioned items, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employers Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

7. Inventions:

Inventions Retained and Licensed: I have attached and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Signature of Employee:

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder; or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my rights, title, and interest in and to any/all Invention(s), original works of authorship, developments, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I Agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of this employment. If the Company is unable to perfect any rights, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Signature of Employee:

Exception to Assignment: I understand that the provisions of this Agreement requiring assignment of inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. Non-Solicitation: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. Non-Competition: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business, Security, Customer Experience, Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company where the

ii. nature of work remains the same (e.g. selling IT Services, Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

Signature of Employee:
[redacted]

HCL TECHNOLOGIES LTD.
Corporate Identification Number [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
[illegible]

In case, the Company initiates separation by way of involuntary termination or redundancy, then the non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Reuse, Understand and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Engagement:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation to called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of assessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such names from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not assist into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

18. **Integration:** I understand and agree that this Attachment is part of my Integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning referentiation and severability, shall be applied when interpreting this Annexure.

Accepted

MODUGUMUDI ABUNA
August 24, 2022

19-AD6

Cognizant

19 Jan 2022

Moria Amulya
B.Tech Electronics & Communication Engineering
Sudhavaheru Engineering College, Sudhavaheru

Dear Moria Amulya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill blocks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are most towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you receive or come into contact with, during your project or at intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,

Vijaya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

DC

cognizant

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Dec 2022
Financial Period 2021-2022

Private & Confidential

Associate Information			
Mr. Mario Amalyo			
Associate ID	[illegible]	Location	[illegible]
Designation	[illegible]	[illegible]	[illegible]
Gender	[illegible]	[illegible]	[illegible]
Date Of Joining	[illegible]	[illegible]	
PF [illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]
[illegible]		[illegible]	[illegible]

Earnings	Amount	Deductions	Amount
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]	[illegible] Total Deduction	[illegible]

[illegible]	[illegible]

[illegible]

Letter of Authorization - Background verification

I, [illegible] Mr/Ms/Mrs [illegible] (NRIC) [illegible] years, having my address at [illegible] hereby authorize [illegible] as follows:

I hereby certify that all the statements made in this document are true and are given by me out of my own free will.

I hereby confirm and agree that any misrepresentation of facts or misleading information will result Cognizant Technology Solutions India Pvt Ltd ("Cognizant") to terminate my employment forthwith.

I understand that Cognizant may request a credit and/or background check, and a credit reporting agency on behalf of myself and I understand that I have a right to make a written request within a reasonable time for the disclosure of the nature and address of the credit reporting agency to me. I may obtain a complete disclosure of the nature and scope of the investigation.

I understand that the records will be used only for such purposes arising out of my employment and will not be given to any unauthorised person.

I hereby authorize Cognizant and/or its agents to conduct any reference check, criminal background check in any jurisdiction across globe and background verifications so that the hiring decision may be evaluated at any point of time.

I hereby agree that during the course of the reference checks and background verifications, my previous employers or such persons contacted for checks and verifications may be informed that the reference checks and background verifications are done on behalf of Cognizant.

I hereby authorize Cognizant to share the reference checks and background verification reports to such third party as may be required for audit and other reasonable purposes.

In the event that Cognizant is unable to verify any reference stated in this application, it is my responsibility to furnish the necessary documentation.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.

*SIGNATURE: [illegible]
*NAME (IN BLOCK LETTERS): MOALA AMULYA
*DATE: 24.05.2022

C.S

106

wipro

18-407

APPOINTMENT LETTER

January 30, 2022

Dear Mothukuri Jahnavi,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

b. Variable Pay – The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

iv. Leave, holidays and working hours as applicable to your climate and location of posting.

v. Perquisites, if any, as applicable to your level and stream and / or based on functional requirements as determined by the Company.

vi. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your level and stream.

vii. Loiter Travel Assistance (LTA) as per the Company's policy.

viii. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

ix. Employee Benefits Program sponsored and administered by the Company for management employees, consisting of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

x. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. **Responsibilities:**

i. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

ii. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

iii. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

iv. Consistent with (iii) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. **Conflict of Interest:**

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, or an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company;
ii. Any customer or vendor of the Company to move the existing business with the Company to a third party or to terminate the business relationship with the Company;
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. **Confidentiality:**

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the preconditions that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. The warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your seamless transition from campus to corporate, the Company shall be providing you extensive training through training interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, In-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology training. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company imparting confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000 (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such duties as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, designs, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology stack to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTERESTS

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and that interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

recklessly, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below.

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policyforbidding@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall not communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and on only on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis;

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI;

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyforbidding@wipro.com.

ANNEXURE-II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I Mathukuri Jahnavi, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that "Personal Information" means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mothukuri Jahnavi

Position: Project Engineer **Career Group: TNB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	3,334
Wipro Benefits Plan (WBP)	4,845
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.01% of Basic)	520
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	900
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,187**
Total Cost to Company per annum	**5,50,004**

*Notional sum indicating contribution of 5.01 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 30,000/- towards housing deposits or towards purchase of a two wheeler.
b. Onetime interest free contingency loan of lesser of Rs. 30,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage.
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.2lac per annum.

ANNEXURE - IV

Bonus Details

In addition to the above mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (linked) to your salary after 12 months from the date of joining. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of [illegible] months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000 - 3,00,000

Please note the terms and conditions:

I. The special bonus is subject to:

A. you being "active" in the services of the company through its retention date as applicable

B. your employment has not been terminated for poor performance or for cause prior to retention date

C. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my [illegible] meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on printing. The maximum LTA that can be considered for IT exemption is Rs. 50,000.

2. **Telephone/Mobile Phone Allowance:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 15,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident Fund:** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm.

b. National sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 6 days (total amount of Rs.6,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   1. Settlement and Miscellaneous Expenses: Rs. 1000 per day for 7 days (total amount of Rs. 6,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stock is a national figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Medicliam: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

- Hotel Medical Insurance is to be availed by the employee on default, it is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

5. Annual Health Check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survival Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade D3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest rate as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be connected to fixed cash.

1. **Your Life and Accident Cover** :

   a. Group Personal Accident Insurance (GPAI) Program: Rs. 10,00,000 Through GPAI you are covered by way of round the clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

   b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per RDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Vision accessible on joining. Access through My Wipro >> My Policies >>India > My Associate -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you build a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds, LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite.

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in the window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ Signature Mohsinur Jobnad 30/1/2022 4:00 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T: +91 (80) 2844 0011
Contact Email	T: +91 (80) 2844 0004
Secure Email	E: info@wipro.com
Recipient Mail Box	W: wipro.com
Note	E: [illegible]

22995871

Cognizant

18-408

15-Jan-2022

Likhitha Parameswari Mudili
B.Tech Electronics & Communication Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Likhitha Parameswari Mudili,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 5 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, EME interactions, mentor contacts, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are most towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

- Payment and leisure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting.
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Rajya Sreekumar
Vice President - Human Resources

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1/19/22, 4:19 PM [illegible]

C27

wipro

APPOINTMENT LETTER

January 22, 2022

Dear Mulagiri Pavan Rohith gandhi

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details

a. The date of appointment is effective from the date of joining, unless otherwise communicated to writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine, in such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, vendor policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prohibited the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, summer benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal, at [illegible].

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) that is solicit, reduce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move the existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing hereof you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without violation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, innovations, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information, including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the proposition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have supplied fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and its entirely remedies available to us under law.

Please note that you are required to inform us if there are any agreements, one or written, which you have entered into and which may relate to or affect your commitment to under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally. If required, in this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. Thank employment terms supersedes and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Case modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training, as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company expires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shallon
General Manager - Human Resources

I have read, understand and agree to accept the employment on the terms and conditions hereof.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Where I know has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of the family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

reserved, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policy@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse or/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives of an increase to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible].

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Mullagiri Pavan Rohith gandhi, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro;

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mullagiri Pavan Rohith gandhi

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,834
Bonus	2,334
Wipro Benefits Plan (WBP)	4,850
Total Fixed Cash	**24,688**
PF (Employee Contribution)	1,800
Gratuity (5.77% of Basic)	628
Total Fixed Compensation	**27,196**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,428
Target Cost to Company per month	**29,567**
Total Cost to Company per annum	**2,93,894**

*Notional sum indicating contribution of 5.55 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 50,000/- towards housing deposits or towards purchase of a two wheeler.
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage.
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance bonus and will be merged (added) to your salary after 12 months from the date of joining. The bonus will be paid as per the below factor and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25,000
End of 18 months	25,000 - 75,000
End of Year 2	50,000 - 1,50,000
End of Year 3	1,00,000 - 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

A. you being "active" in the services of the company through to retention date as applicable

B. your employment has not been terminated for your performance or for cause prior to retention date

C. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is unilateral and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

iv. In the event of your deputation to a location outside your home location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Consolidate Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bunny Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro-myPolicies-Common Policies Across Countries-my Financials-Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided input is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs. 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband modem hubs/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 15,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs. 100 (additional 300 in case of child is hosted) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 0% up to 12% of your Basic towards NPS and Employee Contribution VDBP. This will be over and above Sec 80C investments.

Retirement Benefits

Provisions of:

a. **Provident Fund:** Where wage is higher than INR 15,000: 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000: Minimum of 12% of (Basic + VDBP + Additional (Where applicable)) or INR 1800 p.m.

b. National Gratuity indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or interviews at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs 1500 per day for 5 days (total amount of Rs 8,500) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1500 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > My Policies > Follow>My Travel>Transfer Policy Team Rainbow.

d. Campus intern would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assurance Program (MAP): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be provided based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slips is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 50% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Wipro Section in myWipro which is accessible on joining.

- Base Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timeline.

3. Annual Health Check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000.

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years of retirement, number and age of surviving members.

E.g. If an employee is in Grade 03 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.75% x 80% = Rs. 6,480 per month as supplementary pension payable. "Grade Factor" is a band specific predefined pension Annual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. This amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 50,000 will be liable to tax on the national interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Time Life and Accident Cover

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> Media -> My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date. This is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS):

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. This simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enrol and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds: LIC & ICICI offer a subtitleannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& Management fund management.

The enrolment option can be exercised only once in the service with the organization and cannot be revoked once made. VSS enrolment window period will also be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme enrolled by the member, to cover 15% of basic exceeds Rs 1,50,000 per annum; member employee will have an option to record the contribution to Rs 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slant of the enrolled member. The accumulated contribution amount and the interest earned for the corpus can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log into My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Mulagiri Pavan Rohith gandhi, 22/1/2020 4:17 PM

(Checking this checkbox above is equivalent to a handwritten signature)

Supervisor Office

Phone Contact	[illegible]
Overseas Email	[illegible]
Employee Phone	[illegible]
Brought to the CSP	[illegible]
Fax	[illegible]

[illegible]

Wipro II Unpaid Internship

Global Campus
Hiring Updates

Wipro I Internship FY22

Looking from Wipro!

Thank you for your response and confirmation to your internship with Wipro.

[illegible]

Please verify the following documents:

- Internship Offer letter
- [illegible]
- [illegible]
- [illegible]
- [illegible]

The following are the terms of the internship:

[illegible]

Regards,
Technical Campus Hiring Team,
Wipro Limited

Cognizant

13-4-21

15-Jan-2022

Mussarrat Sindhu
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Mussarrat Sindhu,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercises and project work. There will also be series of webinars, sources, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship Design would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

15-464.

15-Jan-2022

Nakka Geetha Sri Sai Kiran
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Nakka Geetha Sri Sai Kiran,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through and at March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly **stipend processing** window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

E4

Cognizant

12-Apr-2022

Dear Nakka Geetha Sri Sai Kiran,
B.Tech, Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 15700000

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 401,000/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 16,500/- 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 450,000/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 16,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as prescribed 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.

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

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 15 days 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 require.

3. Prior to joining Cognizant, you must successfully complete the prescribed internship on Continuous Skill Development (CSD) program (if offered to you) as detailed below.

At Cognizant, we invest in skill and capability development of our campus recruits even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

Cognizant

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 anticipated based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (if offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projectorates.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into [illegible]

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Hakka Gadhu Sri Sai Kiran **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10000	120,000
2	HRA*	6,600	79,000
3	Conveyance Allowance*	800	9,000
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Salary's Bonus***	2000	24,000
7	Special Allowance*	7340	88,188
	Annual Gross Compensation		**359,888**
	Incentive Indication (per annum)**		22,000
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

Sl No	Category of Leave	No. of leave days
1	Earned Leave	10
2	Sick Leave	12
3	Casual Leave	6

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

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:
1. Choose from a bouquet of allowance or benefits
2. Restructure your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indicative:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ (between:

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

AND

Naikka Geetha Sri Sai Kiran, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public, office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you after the end of your employment to any governmental bodies/authorities as required under applicable laws/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically consists of nine (9) hours per day, inclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time in conjunction with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24

hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company;

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you or paying you one note salary in lieu of any notice or balance notice period. You may resign or terminate your employment with this Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period, and/or adjust the vacation accumulated towards part of the notice period.

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

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

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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

17. Survival

Classes 8, 9, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual consultation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

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

Cognizant Technology Solutions India Private Limited	**Nakka Geetha Sri Sai Kiran**
Sign: _____	Sign: _____
Name:	Date:

E4

cognizant

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Nov 2022
Financial Period 2022-2023

Private & Confidential

Employee Information			
Mr. Sudhir Gandhi Sri Rai Kiran			
Employee Id	[illegible]	Location	[illegible]
Designation	Registered Nurse Bayan	Field	[illegible]
Gender	Male	Bank Acct	[illegible]
Date Of Joining	[illegible]	PTC Number	
[illegible]	[illegible]	Status	[illegible]
[illegible]	[illegible]	Available Calendar Days	[illegible]
[illegible]		Paid Days	[illegible]
[illegible]		Loss of Pay Days	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Professional Tax	[illegible]
House Rent Allowance	[illegible]	Provident Fund/Employee Contribution	[illegible]
Conveyance Allowance	[illegible]	TDS	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Additional Statutory Bonus	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

(C) Net Salary = (A) + (B)	[illegible]
(D) Total Arrears	[illegible]
(E) Total Pay = (A) + (D)	[illegible]

* Please refer attached for Arrears details

Note to consult your contractor for such cost with whom otherwise

Registered Office Cognizant Technology Solutions India Private Limited
[illegible]

E6

TATA

18-AUG-2022

Letter Of Appointment

To,
Ms. Sruthi Nandula
TCS - Bangalore

Dear Ms. Sruthi,

Further to your acceptance of our offer letter vide TCSLICT20213744034/- Bangalore dated 09-Jun-2022 we are pleased to appoint you in our organisation to grade C1 as Systems Engineer.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 18-AUG-2022 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 2438076.

Yours sincerely,
For TATA Consultancy Services Limited

GIRISH V NANDAMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
[illegible]
[illegible]
[illegible]

TCS Private & Confidential

4E6

Payslip
DEC 2022

TATA
TATA CONSULTANCY SERVICES

MS. DRUTHI NANDULA

Employee Details				Payment & Leave Details						Location Details	
Emp No.	[illegible]			Bank Name	State Bank of India					Location	[illegible]
Grade	[illegible]	[illegible]	[illegible]	Acc No.	[illegible]					Base Br.	TCS - BANGALORE
PAN	[illegible]			Days paid	31					Dispute Br.	TCS - Bangalore
				Leave Balance	EL	X	SL	X	CL	X	HOM WHOM	[illegible]

Earnings	Arrears (Rs.)	Current (Rs.)	Deductions	Amount (Rs.)
Basic Salary		15,000.00	Provident Fund	1,800.00
House Rent Allowance		7,000.00	Professional Tax	200.00
Leave Travel Allowance		1,250.00	Labour Welfare	20.00
Personal Allowance		17,270.00		
Miscellaneous		470.00		
City Allowance		1,200.00		
Performance Pay		6,000.00		
Total Earnings (Current + Arrears)		48,010.00	Total Deductions	2,020.00

Net Pay (Rs.)	44,012.00

Projected Annual Tax Information					
Annual Income*	[illegible]	Net Tax Income (A)	[illegible]		
Deductions under Sec 10	[illegible]	Total Tax Payable			
Chapter VIA total	14,193.00	Tax Deducted to date			
		Balance Tax			

* Please note: Annual Income is after considering the exemption, if any.
Your food card entitlement for the month of DEC 2022 is Rs. 500.00 and the same will be credited to your food card.

Payslip generated on: [illegible]

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137440347/Hyderabad
Date: 13/11/2021

Ms. Sruthi Nandula
15-34/18,C Colony,Polasanipalli,
Bhimadolu,
Eluru-534420,
Andhra Pradesh,
Tel# -

Dear Sruthi Nandula,

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
[illegible]

Gmail

Nannapaneni Sukiran [illegible]

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring [illegible] 08 October 2021 at 17:30
To: [illegible]
Cc: [illegible]

Ref No: MPHTH_CC2023-2187

Dear Nannapaneni Sukiran,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 3, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOC Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2023 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campusinfo@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/or its customers and is intended for use only by the individual or entity to which it is addressed. It may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mphasis@mphasis.com and delete this mail from your records.

IRURIADHEM
N. Mouni

Gmail

Mouni Natta mnouniaoad1@gmail.com

Mphasis_Letter of Intent!

Mphasis - Campus Hiring mcampusdrives@mphasis.com
To: "mouniaoad1@gmail.com" mnouniaoad1@gmail.com
Cc: "placementofficer@gecgudlavalleru.ac.in" mplacementofficer@gecgudlavalleru.ac.in

Thu, Oct 28, 2021 at 9:30 PM

Ref.No- MPHTH_CC2022-2156

Dear Natta Mouni,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 3, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this e-mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mphasis@mphasis.com and delete this mail from your records.

APPOINTMENT LETTER

January 22, 2022

Dear Pavani Navulur,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications, including the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay : The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property:

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete:

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be terminated from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of the employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority to order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organisation doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organisation doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE 3

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	20000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 branches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

You can contribute between 0% up to 10% of your Basic towards NPS and declare it under VBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of

a. **Provident fund**: Where basic is higher than INR 15,000: 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000/- Minimum of 12% of (Basic) + VBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 4.81 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

ii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro>> My Policies >> Index->My Travel>Transfer Policy-Team Rainbow.

iii. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS[1]

Medical

1. Medical Assistance Program (MAS)[2]: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slips is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs.2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards this base sum insured premium.10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on this policy are available on My Policies Section in myWipro which is accessible on joining.

& transparent fund management.

The enrollment option can be exercised only once in the service with the organisation and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Pavani Navalun 22/1/2022 8:13 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	[illegible]
Doddakannelli	[illegible]
Sarjapur Road	[illegible]
Bengaluru 560 035	W wipro.com
India	[illegible]

22047001

N Sharma [illegible]

Cognizant

18-481

18-Jan-2022

Nidumolu Naga Sravani
B.Tech Electronics & Communication Engineering
Sudhakaliru Engineering College, Sudhakaliru

Dear Nidumolu Naga Sravani,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Through Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: [illegible] **Date:** 11/03/22

phenom people

[illegible]

(15)

phenom people

13 - 4/2

Date: January 24, 2022

To,
Ms. Sai Prathyusha Nimmagadda,
Hyderabad.

Subject: Internship

Dear Ms. Sai Prathyusha Nimmagadda,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 03, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

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

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
For PhenomPeople Pvt Ltd.

N. Sai Prathyusha.

Shiv Thakur
Sr. Manager - Human Resources

Plot No.5 & 6, M.P. Tech Park, White Fields Road, Opp. Ramalayam, Kondapur, Hyderabad,
Telangana 500084 Tel: +91 40 2311 8881 Fax: +91 2918 7182
Web: www.phenompeople.com

phenom people

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.

- Except 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.

F2

phenom people

Date: May 26, 2022

To
Nimmagadda Sai Prathyusha,

Letter of Appointment

Dear Nimmagadda Sai Prathyusha,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at Phenom People Pvt Ltd. as **Product Development Engineer I** effective from May 26, 2022.

1. Your annual CTC will be Rs. 908,633 (Nine Lakh Fifty-Five Thousand Four Hundred and Thirty-Three Rupees Only) per annum all inclusive. Your employment, without 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 except 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

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

- Upon separation from the company, you will be required to immediately return the company, all the assets and property (including issued 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. Sr. Manager - Human Resources Date: May 26, 2022	I accept and agree Name: Mannagadda Sai Prathyusha, N - Sai Prathyusha Signature: Date: May 26, 2022

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Nimmagadda Sai Prathyusha	
DESIGNATION	Product Development Engineer I
DIVISION	Engineering
LOCATION	Hyderabad
ANNUAL SALARY	850,000
COMPANY PERFORMANCE LINKED BONUS	85,000
GRATUITY *	30,433
CTC	968,433
Break up	
SALARY COMPONENTS	AMOUNT
Basic	75,417
HRA	16,167
Tax Free Allowance	1,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	12,717
MONTHLY SALARY	70,833
Annual Provident Fund	43,200
Note : Provident Fund, Professional Tax & Income Tax as per the presently applicable law	
Benefits	
Group Medical Insurance Policy Rs. 300,000	
Group Personal Insurance Policy Rs. 100,000	
*Annual Lease Encashment	
Fuel Lunch & Dinner	
**The Annual Insurance Premium will be paid by the company	

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources
Date: May 26, 2022

I accept and agree

Name: Nimmagadda Sai Prathyusha

P.J. Sai Prathyusha

Signature:
Date: May 26, 2022

Cognizant

18-453

15-Jan-2022

Nunna Yamini Geetha
B.Tech Electronics & Communication Engineering
Godavaliru Engineering College, Godavaliru

Dear Nunna Yamini Geetha,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 8 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor scenarios, role challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

... payment and tenure stand will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sivakumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Letter of Intent

Doc Ref. No.:QC20221896 Date of Issue: 12th JUNE 2022

Dear **PALAKURTHY VINAY**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** **university.relations@quest-global.com**

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

***Disclaimer:** The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.*

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

19/01/2022 A04F6

Cognizant

19-Jan-2022

Divya Parru
B.Tech Electronics & Communication Engineering
Sethusetu Engineering College, Gudavallur

Dear Divya Parru

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 2 to 6 months**. Your internship onboarding will be scheduled anytime between now through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill levels.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a training curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, access, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are much towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a form - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you receive or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: P. Divya **Date:** 24/10/22

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													
[illegible]													

Print Date: [illegible]

F2

phenom people

Date: June 02, 2022

To
Likitha Pandi,

Letter of Appointment

Dear Likitha Pandi,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at Phenom People Pvt Ltd. as **Product Development Engineer I** effective from June 02, 2022.

1. Your annual CTC will be Rs. 998,433 (Nine Lakh Fifty Five Thousand Four Hundred and Thirty Three Rupees Only) per annum all inclusive. Your employment, wildcat 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.

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 21 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 to 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

- 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 excess 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.** **Sr. Manager - Human Resources** Date: June 07, 2022	I accept and agree Name: Likitha Pandi, Signature Date: June 02, 2022

phenom people

ANNEXURE - A

SALARY BREAK-UP OF Likitha Pandi	
DESIGNATION	Product Development Engineer I
DIVISION	Engineering
LOCATION	Hyderabad
ANNUAL SALARY	850,000
COMPANY PERFORMANCE LINKED BONUS	81,000
GRATUITY *	20,432
CTC	900,433
Break-up	
SALARY COMPONENTS	AMOUNT
Basic	35,417
HRA	14,167
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	3,000
News Paper	1,000
Special Allowance	11,717
MONTHLY SALARY	70,833
Annual Provident Fund	43,200

Note: Provident Fund, Professional Tax & Income Tax as per the prevailing applicable act

Benefits

Group Medical Insurance Policy Rs. 300,000

Group Personal Accident Policy Rs 1,000,000

*Annual Loans Encashment

Sale Leave & Bonus

*Other Annual Incentives Premium will be paid in the company

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources

Date: June 02, 2022

I accept and agree

Name: Likitha Pandi

Signature

Date: June 02, 2022

18-4F7

phenom people

Date: January 24, 2022

To,
Ms. P. Likitha,
Hyderabad.

Subject: Internship

Dear Ms. P. Likitha,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 03, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

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

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for **PhenomPeople Pvt Ltd.**

Likitha pandi
Likitha pandi (Jan 24, 2022 16:55 GMT+5.5)

Shiv Thakur
Sr. Manager - Human Resources

Plot No.5 & 6, M.P Tech Park, White Fields Road, Opp. Ramalayam, Kondapur, Hyderabad.
Telangana 500084 Tel. +91 40 2311 6887 Fax: 040 3918 7132
Web: www.phenompeople.com

phenom people

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 5 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 approval 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.

Plot No. 5 & 6, M.P Tech Park, White Fields Road, Gaur Ramdayam, Kamtadur, Hyderabad, Telangana 500084 Tel: +91 40 2311 9697 Fax: 040 3918 7168 Web: www.phenompeople.com

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Ms. P. Likitha	
DESIGNATION	POE I
DIVISION	Engineering
LOCATION	Hyderabad
ANNUAL SALARY	850,000
COMPANY PERFORMANCE LINKED BONUS	85,000
GRATUITY *	20,433
CTC	**955,433**
Break-up	
SALARY COMPONENTS	**AMOUNT**
Basic	35,417
HRA	14,167
Tax Free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	13,717
MONTHLY SALARY	**70,833**
Annual Provident Fund	45,200
Note : Provident Fund, Professional Tax & Income Tax as per the prevailing applicable law	
Benefits	
Group Medical Insurance Policy Rs. 500,000	
Group Personal Accident Policy Rs. 500,000	
*Annual Leave Encashment	
Free Lunch & Dinner	
**Only Financial Insurance Premium will be paid by the company	

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources
Date: January 24, 2022

I accept and agree

Name: Ms. P. Likitha

Likitha pandi

Likitha pandi (Dec 15, 2022 14:02:28 PM GMT)

Signature:
Date: January 24, 2022

Plot No 3 & 4, SVP Tech Park, White Fields Road, Opp. Ramalapam, Kondapur, Hyderabad, Telangana 500084 Tel: +91 40 2311 8887 Fax: 016 3818 7192 Web: www.phenompeople.com

C40 4F9

wipro

APPOINTMENT LETTER

January 01, 2022

Dear Manoriha Pamela,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications as/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant company.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable in your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the CSS Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that cause or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of two years from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pertinent to your employment with the Company.
ii. Any customer or vendor of the Company or move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head to understand the Company's position on this and resolve the conflict.

6. Confidentiality

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no confidency obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the presentation that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and to enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-discussion learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 15,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulas, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,

Aparna Bhatiya
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [illegible]

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Manoltha Patnala, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that "Personal Information" means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Manoltha Patnala

Position: Project Engineer **Career Group: TRB - 5**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,075
HRA	5,630
Bonus	2,334
Wipro Benefits Plan (WBP)	6,844
Total Fixed Cash	**25,888**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	400
Total Fixed Compensation	**27,158**
Other Compensation Benefits	
Health Benefit (Medical)	500
Variable Pay	
Target Variable Pay	1,458
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	[illegible]

*National sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime Interest free loan of Rs. 30,000/- towards housing requests or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.2lac per annum.

ANNEXURE – III

Bonus Details

In addition to the above mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) in your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	[illegible]
End of 18 months	[illegible] - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

iv. In the event of your disposition to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential.

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on my/Wipro-mm/Policies-HCommon Policies Across Countries-Hmy Financials-HVariable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Payable Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave to taken as per the rules of Wipro. For details on Income Tax

exemption please refer to applicable rm policy. The maximum LTA that can be considered for IT exemption is Rs. 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals you also towards broadband/ modem hold routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 200 in case of child is hosted) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. Provident fund- Where basic is higher than INR 15,000: 10% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. National sum including contribution of 2.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Hijuri policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/stipend/grant towards any expenses incurred in lieu of attending training or discuss at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1000 per day for 7 days (total amount of Rs. 8,000) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Nanteen. For details you can refer the policy at myWipro > My Policies > India >My Travel>Transfer Policy Team Nanteen.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organisation within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs 15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outlay per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be part of actuals on making a claim.

2. Mediclaim: You are eligible for a **flatter** coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payout depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal broadness.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is traced on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is at Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 30 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7% x 60% = Rs. 5,400 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/accordance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest rate as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to food cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accident or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premiums.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro, accessible on joining. Access through My Wipro -> My Profile ->Hello -> My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date. this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and hassle free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the minute your on plan. You simply have to choose the scheme that suits your investment tenure and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The **enrollment** option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary, towards the scheme selected by the member. In case 10% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is an reduced from fixed cash components and will reflect under **Pension component** in the salary slips of the enrolled member. The accumulated contribution amount and the interest earned (at the annual) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> Index -> My Personalize-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents, if you wish to enroll into VSS, please log onto My Wipro-> My Hello->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Manvitha Patnala 31/12/2021 11:23 AM

(Checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited P: +91 [illegible]

Corporate Email P: +91 [illegible]

Website: www E: info@wipro.com

Employee Service Desk ☎ [illegible]

[illegible]

4F9

Payslip (Confidential)

wipro

WIPRO LIMITED

MONTH/YEAR	: SEPTEMBER 2022	ATTD	: 30/30
EMPCODE	: 10382408	PF NO.	: PYBOM00113940001711405
NAME	: MANVITHA PATNALA	GENDER	: FEMALE
D. .RNATION	: Project Engineer		
LOCATION	: BANGALORE	UAN NO.	: 101837383564
MODE	: BANK	A/c No.	: HDFC - xxxxxxxxxx2540
		NETPAY	: 22390

EARNINGS	REGULAR	ARREARS	DEDUCTIONS	
BASIC	11679.00	0.00	MEDPREM	292.00
BONUS	2334.00	0.00	PF	1000.00
OBPALLW	4840.00	0.00	PT	200.00
HRA	5835.00	0.00		
TOTAL:	24688.00	0.00	TOTAL	2292.00

B: Y:
** Please do not respond to this mail.
For any queries in tax deduction, please refer the IT projection link available in Mywipro Appstore => My Financials => Financial Reports.
For other queries, you may route your queries through myhelplife.
*MEDPREM - Monthly Medical Insurance Premium for Self and/or Family (Spouse)

Gmail

Manvitha Patnala [illegible]

Wipro Campus Update_LOI

Campus HR Team [illegible]
Reply To: Campus HR Team [illegible]
To: [illegible]

Sun, Oct 31, 2021 at 10:11 PM

October 31, 2021

Dear Manvitha Patnala,
Resume Number – [illegible]

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band [illegible] of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	[illegible]
HRA	[illegible]
Bonus	[illegible]
Wipro Benefits Plan (NBP)	[illegible]
Total Fixed Cash	**[illegible]**
PF (Employer Contribution)	[illegible]
Gratuity (5.31% of Basic)	[illegible]
Total Fixed Compensation	**[illegible]**
Other Compensation Benefits	
Health benefit (Medical)	[illegible]
Variable Pay	
Target Variable Pay	[illegible]
Target Cost to Company per month	**[illegible]**
Total Cost to Company per annum	**[illegible]**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment, by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a prerequisite to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited

Aparna Shirfan
General Manager - Human Resources

This message was sent to [illegible]@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 INDIA

Fwd: Wipro II Unpaid Internship Updates

Shreeffia Patrick [illegible]
[illegible]

[illegible]

[illegible]

Wipro I Internship FY23

[illegible]

Thank you for your response and information to your interview with Wipro

[illegible]

[illegible]

Please verify the following documents:

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

The following are the terms of the internship:

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Note: [illegible]

[illegible]

[illegible]

Regards,
Technical Campus Hiring Team,
Nipra Limited

1848/A04G0

P. Siva Sankar

ECE-C

Cy

infinite

Date: [illegible]

Name: [illegible]

Address: [illegible]

Conditional Letter of Intent - Academic Engineer Trainee

Dear [illegible],

[illegible] Infinite Computer Solutions [illegible] Academic Engineer [illegible]

[illegible]

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]

[illegible]

For Infinite Computer Solutions India Ltd.

Vijaya Gangapati
Vice President - Human Resources

[illegible]

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
[illegible]

Corporate Office
[illegible]

Registered Office
[illegible]

461

phenom

Phenompeople Private Limited

[illegible]

Payslip for the month of November - 2022

Name:	[illegible]	Employee No:	[illegible]
Joining Date:	[illegible] Jul 2022	Bank Name:	
Designation:	Product Development Engineer I	Bank Account No:	
Department:	Engineering	PAN Number:	
Location:	Hyderabad	PF No:	
Effective Work Days:	31	PF UAN:	[illegible]
LOP:	0	EMP EFFECTIVE WORKDAYS:	31
LEAVE DAYS:	0		

Earnings	Amount	Deductions	Amount
BASIC	32,417.00	PF	1,800.00
HRA	16,207.00	PROF TAX	200.00
SPECIAL ALLOWANCE	10,440.00	INCOME TAX	4,407.00
EMPLOYEE PF	1,800.00	EMPLOYER PF DED	1,800.00
Total Earnings	**70,833.00**	**Total Deduction**	**8,207.00**

Net Pay for the month: **62,596.00**

(Rupees Sixty Two Thousand Five Hundred Forty Six Only)

TDS Details

Description	Gross	Exempt	Taxable
BASIC	243,906.00		243,906.00
HRA	118,344.00	0.00	118,344.00
SPECIAL ALLOWANCE	132,485.00		132,485.00
EMP	57,467.34	57,467.34	0.00

Deduction Under Chapter VI-A	
PF	18,000.00

Income Tax Deduction	
Income after Section 10 Deduction	480,070.00
Professional Tax	2,400.00
Standard Deduction	50,000.00
Total VI A Deduction	18,000.00
Taxable Income	410,070.00
Total Tax	34,511.00
Education Cess	1,380.00
Tax Deducted (Previous Employer)	0.00
Tax Deducted TDS Date	11,170.00
Tax to be Deducted	22,251.00
Monthly Proposed Tax	4,407.00

Tax Paid Details

APR	MAY	JUN	JUL	AUG	SEP
				1980	1980
OCT	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**
4407	4407				

Remarks:

This is a computer generated copy and has no corporate obligation.

Print Date 30 Nov 2022, 10:47 PM

phenom people

Date: January 24, 2022

To,
Mr. Mahesh Babu Pavilla,
Hyderabad

Subject: Internship

Dear Mr. Mahesh Babu Pavilla,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 03, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

As such, your internship will include meeting/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for PhenomPeople Pvt Ltd.

P. Mahesh Babu

Shiv Thakur
Sr. Manager - Human Resources

Phone: [illegible]
Telangana [illegible]
Web: www.phenompeople.com

phenom people

Date: January 24, 2022

To,
Mr. Mahesh Babu Parella,
Hyderabad

Letter of Appointment

Dear Mr. Mahesh Babu Parella,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as a **Product Development Engineer I** effective from June 01, 2022. We request you to acknowledge with your acceptance within Two working days from today, failing which this offer stands cancelled.

1. Your annual CTC will be Rs. 90,000 (Nine Lakh Fifty Five Thousand Four Hundred and Thirty Three) 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-extent 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 30 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 use of this clause is to minimize unnecessary disruption of business.

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

Phenom [illegible] Tech Park, [illegible] Road, Opp. [illegible], [illegible], Hyderabad, Telangana
[illegible] Tel: +91 40 [illegible] Fax: [illegible] Web: www.phenompeople.com

phenom people

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. While 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 adversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc. would warrant strong disciplinary action from the company.

Pvt Ltd S.A.R. [illegible] Road, Cap. Parmanagar, Kowkur, Hyderabad, Telangana.
Mobile Tel: [illegible] Fax: [illegible] Web: [illegible]

phenom people

- 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 notices in possession or custody.
- Any violation of the above commitment 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.** **Sr. Manager - Human Resources** Date: January 24, 2022	I accept and agree Name: Mr. Mahesh Babu Pareha P. Mahesh Babu Signature Date: January 24, 2022

Plot No 5 & 6, IP Sapir Park, Office Parks Road, Opp. Kamalapur, Kamalapur, Hyderabad, Telangana
[illegible] Tel: +91 40 [illegible] Fax: 040 [illegible] Web: www.phenompeople.com

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Mr. Mahesh Babu Parella	
DESIGNATION	PHE 2
DIVISION	Engineering
LOCATION	Hyderabad
ANNUAL SALARY	[illegible]
COMPANY PERFORMANCE LINKED BONUS	[illegible]
GRATUITY *	[illegible]
CTC	[illegible]
Breakup	
SALARY COMPONENTS	**AMOUNT**
Basic	[illegible]
HRA	[illegible]
Tax Sec Allowance	[illegible]
Mini Coupon	[illegible]
Mobile & Internet	[illegible]
News Paper	[illegible]
Special Allowance	[illegible]
MONTHLY SALARY	[illegible]
Annual Provident Fund	[illegible]
Note: Provident Fund, Professional Tax & Income Tax as per the prevailing applicable law	
Benefits	
[illegible]	
[illegible]	
[illegible]	
[illegible]	
[illegible]	

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources
Date: January 24, 2022

I accept and agree

Name: Mr. Mahesh Babu Parella

P. Mahesh Babu

Signature:
Date: January 24, 2022

Plot No. 2 & 3, M.P. Tupa Park, [illegible] Road, Bldg. [illegible], Hyderabad, Telangana [illegible] Tel: +91 [illegible] Fax: [illegible] www.phenompeople.com

Mr. Mahesh Babu Parella - Internship Letter

Final Audit Report 2022-01-05

Created:	[illegible]
By:	[illegible]
Status:	Signed
Transaction ID:	[illegible]

"Mr. Mahesh Babu Parella - Internship Letter" History

[illegible] Document created by [illegible]
[illegible]

[illegible] Document emailed to [illegible] for signature
[illegible]

[illegible] Email viewed by [illegible]
[illegible]

[illegible] Document e-signed by [illegible]
[illegible]

[illegible] Agreement completed.
[illegible]

Adobe Sign

18-461

phenom people

Date: January 24, 2022

To,
Mr. Mahesh Babu Pandia,
Hyderabad

Letter of Appointment

Dear Mr. Mahesh Babu Pandia,

Pursuant to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as a **Product Development Engineer I** effective from June 02, 2022. We request you to acknowledge with your acceptance within Two working days from today, failing which this offer stands cancelled.

1. Your annual CTC will be Rs. **999,433** (Nine Lakh Fifty Five Thousand Four Hundred and Thirty Three) 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-support 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 30 days' notice in basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion expect the salary in lieu of notice and ask you to serve the notice as 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 minimize unnecessary disruption of business.

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

phenom
people

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 Pvt. Account.

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 approval 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 or respect of which there is, or there might be perceived, a conflict interests between Phenom People Pvt Ltd. and you or any immediate relations. 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.

[illegible]

phenom

- Upon separation from the company, you will be required to immediately return the company, all the assets and property (including issued 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.

18. 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.** **Sr. Manager - Human Resources** Date: January 24, 2022	Accept and agree Name: Mr. Mahesh Babu Pandla P. Mahesh Babu Signature: Date: January 24, 2022

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Mr. Mahesh Babu Parella	
DESIGNATION	[illegible]
DIVISION	Engineering
LOCATION	Hyderabad
ANNUAL SALARY	[illegible]
COMPANY PERFORMANCE LINKED BONUS	[illegible]
GRATUITY *	[illegible]
CTC	[illegible]
Breakup	
SALARY COMPONENTS	AMOUNT
Basic	[illegible]
HRA	[illegible]
Tax free Allowance	[illegible]
Meal Coupons	[illegible]
Mobile & Internet	[illegible]
News Paper	[illegible]
Special Allowance	[illegible]
MONTHLY SALARY	[illegible]
Annual Provident Fund	[illegible]
Note : Provident Fund, Professional Tax & Income Tax as per the prevailing applicable law	
Benefits	
[illegible]	
[illegible]	
[illegible]	
[illegible]	
[illegible]	

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources
Date: January 24, 2022

I accept and agree

Name: Mr. Mahesh Babu Parella

P. Mahesh Babu

Signature:
Date: January 24, 2022

[illegible]

Mr. Mahesh Babu Pareita - Internship Letter

Final Audit Report [illegible]

Created:	[illegible]
By:	[illegible]
Status:	Signed
Transaction ID:	[illegible]

"Mr. Mahesh Babu Pareita - Internship Letter" History

1. Document created by [illegible] ([illegible])
   [illegible] - IP address: [illegible]
2. Document emailed to P Mahesh Babu ([illegible]) for signature
   [illegible]
3. Email viewed by P Mahesh Babu ([illegible])
   [illegible] - IP address: [illegible]
4. Document e-signed by P Mahesh Babu ([illegible])
   Signature Date: [illegible] - IP address: [illegible]
5. Agreement completed.
   [illegible]

Adobe Sign

phenom people

Date: January 26, 2022

To,
Mr. Mahesh Babu Pavelle,
Hyderabad

Subject: Internship

Dear Mr. Mahesh Babu Pavelle,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 01, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

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

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for **PhenomPeople Pvt Ltd.**

P. Mahesh Babu

Shiv Thakur
Sr. Manager - Human Resources

Phenom S.A.E. M.P. Tech Park, 2/36a Pocha Road, Opp. Technologist, Kondapur, Hyderabad
Telangana 500084 Tel: +91 40 2311 1877 Fax: 040 3616 7100
www.phenompeople.com

[illegible]
P. Divya Kotti

Gmail - Mphasis_Letter of Intent!

Gmail

Divya Kotti [illegible]@gmail.com

Mphasis_Letter of Intent!

Mphasis - Campus Hiring [illegible]@mphasis.com
To: [illegible]@gmail.com
Cc: [illegible]@gmail.com

20 October 2021 at 17:30

Ref.No: MPHTH_CC2022-2202

Dear Pamam Divya Kotti,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 3, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the **employee.**
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethics that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campusbiner@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mphasis@mphasis.com and delete this mail from your records.

Cognizant

18/03/22 & 23.

Gy

(25)

18-Jan-2022

Pothini Dhanush Raj
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Pothini Dhanush Raj,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your independent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 2 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capacity development program, it does not guarantee employment, however, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

Internship and tenure period will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 3 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resources

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

Letter of Intent (LOI)

Superset ID: 1463599

November 02, 2021

Dear pothini raj,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,500/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by choosing "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://manageDocuments.cognizant.com/PageUpPrelogin

Thank you for the interest and stay tuned to hear from us.

Thank sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President – Human Resources

19485004224

Cognizant

Letter of Intent (LOI)

Superset ID: 1118404

November 02, 2021

Dear Ande Sri,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://humanus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

19485A0424

G5

Cognizant

Letter of Intent (LOI)

Superset ID: 1110464

November 02, 2021

Dear Anda Sri,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://[illegible]

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

Cognizant

191485406-3a

15-Jan-2022

Kavya Sri Avula
B.Tech Electronics & Communication Engineering
Sudharsan Engineering College, Sudharsan

Dear Kavya Sri Avula,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands-on exercise and project work. Topic will also be carries of **assessment** sessions, SME interactions, mentor contacts, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke the employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT rules as applicable and access to information and resources of Cognizant during the internship period and may modify or amend the Cognizant GeeC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

Cognizant

19485A0424

15-Jan-2022

Kavya Sri Ande
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kavya Sri Ande,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning tracks assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor comments, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of Milestones, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestones are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with. During your project as an intern, at all times as per our Policy, use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

19-Jan-2022

Bujuna Sri Chandana
B.Tech Electronics & Communication Engineering
Sudharsan's Engineering College, Oudukudiyu

Dear Bujuna Sri Chandana,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the mining category and in response to your subsequent confirmation for Internship Program with us, we are **pleased to offer** you an internship with us for **a period of 3 to 8 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing cycle for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be clearly communicated to you and the internship would be based on the business domains aligned to your skill tracks.

Though Cognizant Internship being a job requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor nominees, code challenges, assessments etc. to accelerate your learning. The in-house during internship could be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Holidays are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

payment and tenure space will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

L-25

cognizant

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Sep 2022
Financial Period 2022-2023

Private & Confidential

Associate Information			
Mr. Sagaran Sri Chandhan			
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]
[illegible]		[illegible]	[illegible]

Earnings	Amount	Deductions	Amount
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

Net Salary [illegible]	[illegible]

This is a computer generated payslip and is not valid when restricted.

Cognizant

17-4.05

19-Jan-2022

Rugana Sri Chandana
B.Tech Electronics & Communication Engineering
Dr.Sivanthi Aditanar Engineering College, Oudiseddiku

Dear Rugana Sri Chandana,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guaranteed employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. This learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are mandatory towards any unpredictable leave or travel requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

19485 Ar 417

Gmail

[illegible]

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring [illegible]
To: [illegible]
Cc: [illegible]

Thu, Oct 28, 2021 at 5:29 PM

Ref.No: MMTH_CC2022-2168

Dear Kuna Sai Ganesh,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are yearning to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

19485 Ar 417

- Equal strengths in AMIs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and resource empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campuslearning@mphasis.com.

Thanks and Regards

Hyphasis - Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

19485 40432

(193)

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218397052/Hyderabad
Date: 14/11/2021

Mr. Shabbir Khan Pathan
8-76Kothapeta,
Maseed,
Angaluru-521338,
Andhra Pradesh.
Tel# 91-9490677606

Dear Shabbir Khan Pathan,

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 assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements 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
[illegible]

Conditional. 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 8% 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
[illegible]

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 **₹680/-** 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 **₹205/-** 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
[illegible]

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹8,000/- 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
[illegible]

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
[illegible]

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
[illegible]

confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the newjoiner 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 Sri Lankan 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, antenna 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 size photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Corporate Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
Registered Office: Peninsula Business Park, Tower A, 5th Floor, Senapati Bapat Marg, Lower Parel (W), Mumbai 400 013
CIN: L22210MH1995PLC084781 Tel: 022 6778 9595 / 6778 9999 Website: www.tcs.com

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you.
*There is no disciplinary case pending against you in the university.

- If you were employed, a formal Relieving letter & Experience letter from your previous employer.

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents:

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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 overseas 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
[illegible]

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 to use a QR code scanner from your mobile to validate this 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
[illegible]

TATA

GROSS SALARY SHEET

Annexure 1

Name	Shabbir Ahsan Pathan
Designation	Assistant System Engineer Trainee
Institute Name	Godfavellers Engg. College, A.P

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	1,708	20,496
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retrals		
Health Insurance***	NA	7,800
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retrals	2,485	37,622
TOTAL GROSS	27,419	3,28,877
Xplore! Learning Incentive****		Upto 10,000

Refer to Table 2 for TCS1 defined Structure. In case, you shall not be eligible your BaB, TCS1 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 4GB - base Ins Rs. 7800 if the employee is Single, if the employee is married or married with Children then Rs. 13800 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: TCS1 defined structure for BaB (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
[illegible]

TATA

Annexure 2

Ahmedabad TCS [illegible] Limited Tata Consultancy Services, Earthna Park, TCS/TTS [illegible], Floor [illegible], Gandhinagar - [illegible]	**Bangalore** TCS [illegible] Limited Tata Consultancy Services, Gate 1, Bld [illegible], Tower [illegible], Manyata Tech Park, [illegible], Bangalore - [illegible]
BHUBANESWAR TCS [illegible] Limited Tata Consultancy Services, Building Lab Woman Banaphal, [illegible], Floor, Ground Floor, Tata Consultancy Services Limited, [illegible] - [illegible] [illegible] SPECIAL ECONOMIC ZONE [illegible] No. [illegible] DISTRICT, [illegible], Bhubaneswar - 751024	**Chennai** TCS [illegible] Limited Tata Consultancy Services, [illegible] Sri Ramanujan Nagar, Old Mahabalipuram Rd, Thoraipakkam, Chennai, Tamil Nadu - [illegible]
DELHI – Gurgaon TCS [illegible] Limited Tata Consultancy Services, Block C, Ringl Gardens, Old Industrial Township - Faridabad Road, Sector Pahari, Gurgaon - [illegible], Haryana	**DELHI – Noida** TCS [illegible] Limited Tata Consultancy Services, Plot No. [illegible] & [illegible], Sector [illegible], 5th to 5th Floor, [illegible] Tower, Noida, Uttar Pradesh Pin, Block - [illegible], Sector - [illegible], Noida - [illegible]
Guwahati TCS [illegible] Limited Tata Consultancy Services, [illegible] Floor, [illegible] Road, Khanapara [illegible]	**Hyderabad** TCS [illegible] Limited Tata Consultancy Services, [illegible] City, [illegible], Hyderabad
INDORE TCS [illegible] Limited Tata Consultancy Services, [illegible], Software No. [illegible] & [illegible] B, Super [illegible], Village Tigaria Pithampur & Badi Tehsil, Tehsil Hatod, Indore - [illegible], Madhya Pradesh	**KOLKATA** TCS [illegible] Limited Tata Consultancy Services Limited, Kolkata [illegible] Building, [illegible] Floor, Plot - [illegible] Sector Tower, Rajarhat, Kolkata - [illegible] West Bengal [illegible] [illegible] Floor, [illegible] Building Delta Park, [illegible]
KOCHI TCS [illegible] Limited Tata Consultancy Services, TCS [illegible] Campus, [illegible], [illegible]	**MUMBAI** TCS [illegible] Limited Tata Consultancy Services, Yantra Park, Patalganga Road Number 2, TCS [illegible], MIDC, Thane, Thane, Maharashtra - [illegible]
SINGAPUR TCS [illegible] Limited Tata Consultancy Services Limited, [illegible], Singapore, Singapore, Singapore [illegible]	**PUNE** TCS [illegible] Limited Tata Consultancy Services, Plot No. [illegible], MIDC, Pune Kandhi Infotech Park, Hinjewadi Phase II, Pune - [illegible]
Trivandrum TCS [illegible] Limited Tata Consultancy Services, Pattom Park, Technopark Campus, Kariyavattom P.O. Trivandrum - [illegible], India	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

Annexure 2

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible]

(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
[illegible]

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, 1996 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
[illegible]

(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
[illegible]

Q - 436

TATA

Ref: TCSL/DT20218397052/1655298/Hyderabad
Date: 02 November 2022

MR. SHABBIR KHAN PATHAN
8-75 Kothapeta,
Mawsed, Angaluru,
Andhra Pradesh-521330

Sub: Joining Letter

Dear Mr. Shabbir Khan Pathan,

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

We are pleased to inform you that your joining date at TCSL will be **21st November 2022** , your training location is **Trivandrum** and your work location is **Kolkata** . This has been provided considering your preference and business requirements.

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

Kindly report at the address shared below by **08:00 AM** on the date mentioned above.

Tata Consultancy Services Ltd.
Poopul Park,Technopark Campus,
Kariyavattom P.O.,
Trivandrum, Kerala-695581.
(Route map of the training location can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Sajish R
Phone: 914716629400
Email Id: sajish.r@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd

TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Accommodation will be arranged by TCSL at the training location of TCS Xperience Program and any expenses towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail before your program start date. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

TATA CONSULTANCY SERVICES

TATA

We look forward to you joining us on an enriching career with TCS!. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development
TCS Human Resources

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

[illegible]/payslip

[illegible] Permanent / TCS Email Id

[illegible] has limited permissions. You may not have access to some features. View permissions

Payslip
DEC 2022

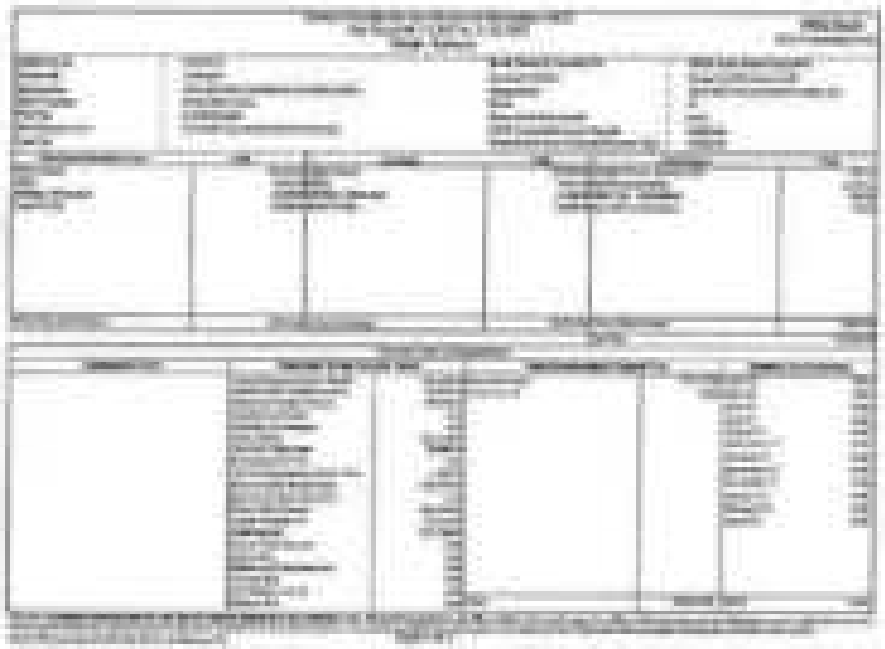
TATA
TATA CONSULTANCY SERVICES

MR. SHABBIR KHAN PATHAN

Employee Details		Payment & Leave Details		Location Details	
Emp No.	[illegible]	Bank Name	State Bank of India	Location	Gitanjali Park - [illegible]
Grade	[illegible]	A/c No.	XXXXXXXX7128	Base Br.	TCS - KOLKATA
PAN	[illegible]	Days paid	31	Depute Br.	TCS - Kolkata
		Leave Balance	CL X SL X CL X	WON/ SWON	

Earnings	Arrears (Rs.)	Current (Rs.)	Deductions	Amount (Rs.)
Basic Salary	[illegible]	4,784.00	Provident Fund	[illegible]
Original Basic Allowance	[illegible]	5,914.00	Arrears Provident Fund	[illegible]
Leave Transit Allowance	[illegible]	1,232.00	Professional Tax	[illegible]
Misconduct		1,077.00	Labour Welfare	[illegible]
City Allowance	[illegible]	600.00		
Performance Pay	[illegible]	1,730.00		

5210917_Jp (1) (1)



Dear Future HCLites,

Congratulations for your selection!

At HCL, we believe in maximizing human potential, and our employees remain one of our biggest assets. 'Employee First' philosophy is deeply embedded within our culture, where employees remain happy, satisfied and committed.

We are glad to confirm better two modifications to your offer:

- CTC is upgraded to INR 4.75 LPA (from INR 3.65 LPA).
- Service Agreement is now reduced to 12 months (earlier 24 months). In case you leave in between, you shall be liable to pay INR 1.00 (earlier INR 2.25 L) to the organization.

Please note –

- You should be willing to work in any location within India, in a 24x7 operations setup & shifts, as assigned by HCL Technologies.
- Your joining with HCL is subject to BGV Clearance, Re-hire Policy (Secure applicants) and Eligibility criteria as follows:
- Minimum 70% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs.

We will initiate your onboarding documentation process in next few weeks.

We wish you very best for your graduation completion!

For any queries feel free to reach out to E-[illegible]

Best Regards
Garima Chawla
Lead Campus Relations
HCL Technologies

HCL

Classification: **Public**

(Fill the link and share the documents before 9 AM Tomorrow – March 30th)

Dear Candidate,

Congratulations and Welcome to HCL Family!!!
We are kickstarting your onboarding process. Kindly fill the below form link so your candidature can be progressed.

LINK	https://forms.office.com/r/U5HmqPP2vx

Share the below list of documents over mail in PDF format only

(Each document needs to be in a separate PDF file less than 3 MB , DO NOT COMBINE *all documents* together in one PDF)

- Resume *(Mandatory)*
- Xth Mark sheet *(Mandatory)*
- Aadhar card *(Mandatory)*
- Pan Card *(Mandatory)*

1848190G4

D1

wipro

1848190G4

APPOINTMENT LETTER

January 26, 2022

Dear PARRSE ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer** . The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications (inclusive the date of appointment).

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

d. Leaves, holidays and working hours as applicable to your stream and location of posting.

e. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

f. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

g. Leave Travel Assistance (LTA) as per the Company's policy.

h. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

i. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

j. Please refer to the detailed policies on the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company;
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company;
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with which you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves the right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of the employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in cases:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, In classroom learning, on-the-job training, Tool Sims modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company repeating confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you monthly salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such duties as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company (before you are relieved), all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below.

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a 'need to know basis'. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a 'need to know basis'.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I PARIDE ... confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/re-location and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.'

ANNEXURE III

SALARY OFFER SHEET

Name: PARIDE ..

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,675
HRA	5,838
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,696**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	608
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	900
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 30,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.10,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.3lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 + 75000
End of Year 2	50,000 + 1,00,000
End of Year 3	2,00,000 + 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary slips which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary slips.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary slips, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management, it is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-23

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/mobile phone, non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in the policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided dates is taken as per the rules of Wipro. For details on Income Tax exemption please refer to policy on joining. The maximum LTA that can be considered for IT exemption is Rs 80,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,700 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child is hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under VBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + VBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 4.81 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel:

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of the amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses:

a. You would be entitled for Rs 1000 per day for 8 days (total amount of Rs 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro>> My Policies >> India>>My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical:

1. Medical Assistance Program (MAP): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slips is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs.3,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payout depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section on myWipro which is accessible on joining.

Basic Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

b. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit:- Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 Lhs to be calculated and payable as per applicable laws.

Survivor Benefit Pension Programme:-

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade D3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

ie. 15,000 x 20 x 2.7%* x 60% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Annual rate.

Loans

Interest Free Loan: An interest free loan of Rs. 25,000 as per policy is available to facilitate your setting down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest rate as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to lump sum.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round the clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per ECLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Injoy accessible on joining. Access through My Work -> My Policies -> Insure + My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 10% of basic salary, towards the scheme selected by the member. In case 10% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** PAYSSE 26/1/2022 6:05 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T +91 (80) 3944 5011
Doddakannelli	F +91 (80) 3944 0284
Sarjapur Road	E info@wipro.com
Bengaluru 560 035	W wipro.com
India	C L/E1028A1A49PLC020800

270304181

Cognizant

1S4B1A04G8

09-May-2022

Dear Pilamgolla, Aasis,
B.Tech, Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 19750061

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 **451,000/-**. This includes an annual target incentive of INR **22,500** A as well as Cognizant's contribution of INR **18,000/-** 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, meeting the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **499,000/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **18,000/-** towards benefits such as Medical, Accident and Life insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as prescribed 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.

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

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 only **15 days** 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 (if offered to you) 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

This digitally signed document is signed electronically on May 27 2022 1:10PM effective from 2022-05-27

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.I Cognizant Internship (If offered to you):

a) Cognizant internship is for approximately 3 to 6 months based on business skilling requirements. The performance during internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant internship terms and conditions from time to time.

3.II Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://candidate.cognizant.com/ .

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: P Nivas **Date:** 21-10-2022

✓ (Telangana: I also hereby agree that I have understood the terms and conditions of the current document accepted electronically on May 27, 2022 / 10PM effective from 2022-06-07

P Nivas

Cognizant

Compensation and Benefits

Name: Pitlangola Akhil **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	12000	128,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF 4	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**358,968**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,468**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,000
	Annual Total Remuneration		**401,968**

Note: The insurance amount may vary subject to market conditions from time to time.

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

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

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

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

Pitlangola **+In addition to the above, as per Cognizant policy, you are eligible** for child adoption leave and paternity document accepted electronically on May 27 2022 + 10PM effective from 2022-10-07

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contributory PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employee PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) either special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

✓ Please sign, date and to agree that I have understood the terms and conditions of the contract document accepted electronically on May 21, 2022 1:13PM (Please from date no 20)

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 22.12.98 between:

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

AND

Pitchaigaiko Arul, 22, residing at 51-56/15 Gagan (Abhinayam) Kodungaiyur (Chennai) (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and uphold yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company, at its sole discretion, including, but not limited to, not disclose, divulge or bring on to Cognizant's

Pitchaigaiko Arul
Document accepted electronically on May 27, 2022 1:12PM offered from IP(s): 10.27

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business;
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices;
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities;
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures; and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours of each day, 6 days a week and on holidays and the shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function): (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or assisted in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you, and that any previous employment contract and/or relationship have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company.

☑ I hereby agree that I have understood the terms and conditions of the current document executed electronically on day 07-09-2022 1:12PM effective from 20-09-1900 12:00

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

Printing the [illegible] conditions of the current document accepted electronically on May 27 2022 1:12PM effective from 2022-12-27

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

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

Cognizant Technology Solutions India Private Limited	**Pillamgolla Akhil**
Sign: _____	Sign: [signature]
Name:	Date: 01-10-2022

✓ I Pillamgolla Akhil hereby agree that I have understood the terms and conditions of the current document accepted electronically on May 27 2022 1:12PM effective from 2022-10-27

(124)

186 Pinus 68

Cognizant

12-4648

Letter of Intent (LOI)

Supersat ID: 1993024

November 02, 2021

Dear Pillarapalla Akhil,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 2 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 2 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the Sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Please a Query" button in the below link.

Use Supersat ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://cognizantcognizant.cognizant.com/Pinnas/Pinnas

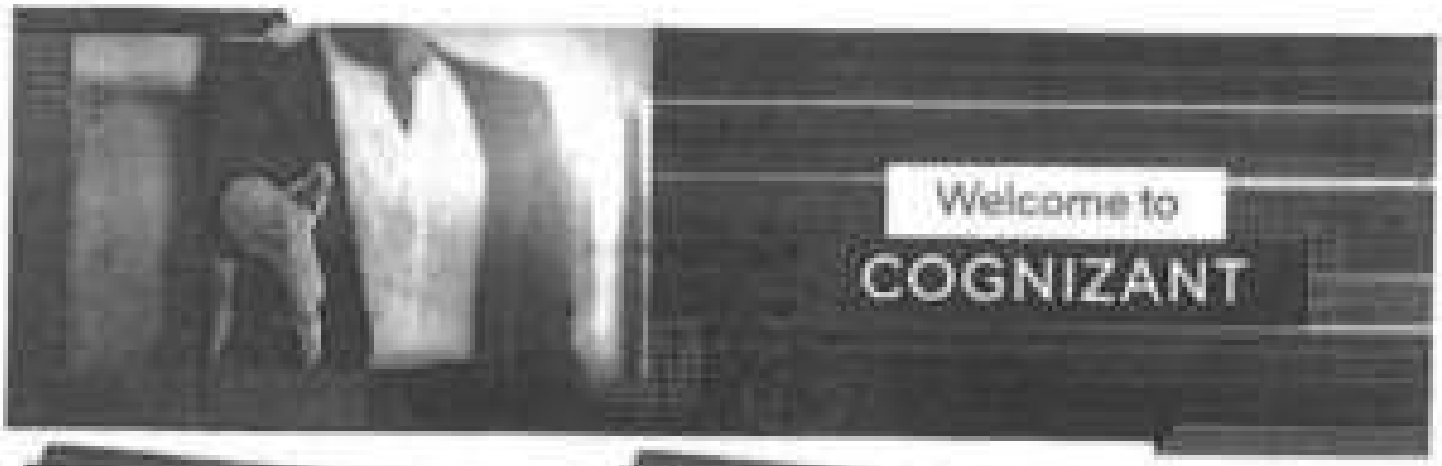
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources


Welcome to
COGNIZANT

YOUR PATH OF JOINING

Your joining date with Cognizant is 28 Feb 2022

REVIEW & ACCEPT OFFER	Completed
BGV DOCUMENT SUBMISSION	Completed
PRE-JOINING FORMALITIES	Completed
YOUR DAY 1	Yet to Start

YOUR POC's

UK Days to relax quarters(1 day) in the Campus(Cognizant JC) portal.

LEARN MORE ABOUT...

01 YOUR ONBOARDING PROCESS
02 POLICIES
03 LOCATIONS
04 LEARNING AND GROWTH
05 YOUR TO DO LIST
06 PROGRAMS

HAVE QUESTIONS?

REACH US HERE

SESHADRI RAO

GUDLAVALLERU ENGINEERING COLLEGE

(An Autonomous Institute with Permanent Affiliation in JNTUK, Kakinada)

Seshadri Rao Knowledge Village, Gudlavalleru

UNDERTAKING

(To be taken from the student who wish to undergo internship in the industry)

I, Billamaolla Akhil S/o, D/o, P. Amala Srinivasa Rao, bearing Roll No. 1[illegible] of IV B.Tech II semester of Electronics & Communication engineering branch undertake that I have received official permission from Cognizant

(Industry name and address)

to undergo internship. It is my wish to undergo internship in the above industry. I will study the subjects of IV B.Tech II Semester on my own and attend the mid-term examinations and semester-end-examinations abiding by the rules and regulations of the college / I have completed all my subjects in IV B.Tech II Semester (through vertical mobility). I will also complete the project work.

P. Akhil
Signature of Student
(Name in Block Letters)

I undertake that my son/daughter/ward abide by the rules of the regulations college and Industry.

P. Amala Srinivasa Rao
Signature of Parent
(Name in Block Letters)

Date: 07/02/2022

Place: Machili Patnam

[illegible]

cognizant

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Dec 2022
Financial Period 2022-2023

Private & Confidential

Employee Information			
[illegible]			
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]
[illegible]		[illegible]	[illegible]

Earnings	Amount	Deductions	Amount
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

Net Salary = (A) - (B)	[illegible]

[illegible]

Cognizant

18-Jan-2022

Venkata Sri Lakha Polukonda
B.Tech Electrical & Electronics Engineering,
Gudlavalleru Engineering College, Gudlavalleru

Dear Venkata Sri Lakha Polukonda,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you witness or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: P.V. [illegible] **Date:** 8/8/2020

04.

[illegible]
P. Amrutha
[illegible]

zensar

Ref: [illegible]

Dated: January 6, [illegible]

To
Amrutha Pudhalla

Sub: Offer of Employment

Dear Ms. Amrutha Pudhalla,

Thank you for the keen interest you have shown in joining our organization. With reference to the interest and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartfelt congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation'[illegible] is attached herewith as in Annexure A' A.

The terms and conditions of employment are in Annexure B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An [illegible] Company

[illegible]	[illegible]	[illegible]
[illegible]		
[illegible]		

zensar

Please note, any job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Mathani
Vice President & Human Resources

End-Annexure A' A (Salary Structure)

Annexure 8" B (Terms and Conditions of employment)
Annexure 8" C (Document Check List)

An [illegible] Company

[illegible]

zensar

Annexure 8" A

Name: Amrutha Purhalla
Designation: Jr. Software Engineer
Grade: [illegible]

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159726	This is used towards HRA / CLA, LTA, Medical Allowance and Children#1's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367726	
Compensit#1's contribution to PF	23040	12% of Basic
Gratuity	8233	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident Insurance	10804	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 23) are covered up to a limit of Rs. 3,50,000/- P.A.
Term Life Insurance		Sum Insured is Rs. 5,00,000/- Please refer to policy
Total Cost to Company	436804	

[illegible]
Tel: [illegible]
[illegible] Sans

[illegible]

Zensar Technologies [illegible]
Park, Plot No. [illegible] Marathi [illegible] Road, Kharadi
Pune [illegible]

zensar

Reference A.E.B.

LEAVES:

For every associate, the organization contributes 4.33% of the Basic salary towards the Gratuity fund.
All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 15/1 month[illegible]s basic salary for the number of years completed, subject to maximum of 20 month[illegible] salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate[illegible]s nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate[illegible]s contribution to PF. Additionally, the company contributes 12 % of the associate[illegible]s basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate[illegible]s contribution, 8.33% (subject to maximum of Rs 541 a.m.) is remitted to The Regional Provident Fund Commissioner (RPFC). Plus towards the contribution for pension administered by RPFC.

An WNS(P)Z Company

[illegible]
Tel: [illegible]
[illegible]

[illegible]

Zensar Technologies [illegible]
Park, Plot No. [illegible] Marathi [illegible] Road, Kharadi
Pune [illegible]

zensar

- The associate on resignation or retirement can apply in Trust for transfer or withdrawal of Provident Fund accumulations as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution maximum of 12% & maximum of 25% of Basic salary by way of deduction through payroll.

4. Other Benefits

- **Classification:**
  You and your dependents will be eligible to avail of the medical insurance scheme.

- **Leave:**
  You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of final leaves. Final leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

5. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent association upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.

- During the probation period, the Company has the right to terminate your services at any time upon serving one-day[illegible] notice to you.

6. Notice Period

- You will be required to give three months[illegible] notice in case you decide to leave our services and the same is subject to the company[illegible] discretion. The company reserves the right at its sole discretion. In substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

As [illegible] Company

[illegible]	[illegible]	[illegible]
[illegible]		
[illegible]		

- In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

6. Garden Leave: In a situation wherein confirmation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 hereunder.

Garden Leave shall mean such arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities.

7. Employee request for immediate release: In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

8. Notice Pay: (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion,

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

[illegible]
[illegible]
[illegible]

[illegible]

zensar

[illegible] In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in lieu with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company[illegible]'s discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be. The Company will not be liable for any additional severance obligations under any of the above scenarios.

9. Your release from the Company[illegible]'s services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

11. Group Permanent

- From the month following your joining, Company will provide you coverage under the Group Medicare Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Medicare insurance policy.

[illegible]
[illegible]
[illegible]

[illegible]

zensar

12. Confidentiality

You agree at all times during the term of your employment and transition (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company.
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disc, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause, ‘Confidential Information’ means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and

whether marked confidential or not, including but not limited to, research, business plans, products, product improvements, processes and process developments, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, other and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training, materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would not for this employment would not have been assumed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

zensar

- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

12. Non-Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), either then on behalf of the Company, you will not, either directly or indirectly:
- Solicit, divert, take away hire, or recruit, entice or attempt to solicit any associate of the Company in the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were employed by the Company.
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.

zensar

16. Intellectual Property

- All rudimental property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced for you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer programs, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary to secure the vesting of such rights in the Company or Terms of Employment.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, omission, not authorized by the Company or with, indirect, wrongful conduct by you against Company's policies, guidelines/ instructions.

Retirement:

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company/this section, your employment with the Company is subject to termination as there mentioned prior notice by either side. The Company however, reserves the right to, at its sole discretion, subsidize the notice period by paying you basic salary in lieu of the notice period.
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.

As a **MUBPO** Company

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

zensar

- Notwithstanding anything other stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
  - You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an unauthorized investment, being convicted by any criminal court, being involved in harassment acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company into disrepute whether or not such act is directly related to the affairs of the Company, or a breach of any of your duties or obligations under this agreement or the policies of the Company.
  - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction

Even though the company may depute you overseas for on-site work in any other location, any issues arising out of your period of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction.

18. Indemnification

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.

10. Other Terms and conditions

- You agree not to undertake employment, whether full-time or part-time of any other organization I verify engaged in any forms of business activity without the consent of Zensar. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.
- This offer is purely based on the information I documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, peer verified and any other background checks prior to your joining the company or thereafter. You shall extend your cooperation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the nature of the documents I certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service. You agree to abide by all the policies of the Company in force from time to time.

11. SMS Notification

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before, during and after Zensar®'s joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

12. Disciplinary Action

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in action that may have violated any of the conditions mentioned herein, Company®'s policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company resolves to carry out further investigation into such mite, Company reserves the right to suspend you have to continue pending investigation.

- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty

percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.

- Upon completion of investigation, if the company concludes that you have not committed any such exploitation or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any exploitation or violated any of the conditions mentioned herein, Company's policies, processes, BRG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

An [illegible] Company

[illegible]

[illegible]

[illegible]

14

zensar

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

Name in Full: AMRUTHA - PURIHELLA

Signature: [signature]

Address: F-2, Sri Lakshmi Residency, Mainroad, Bethavolu, Gudivada - 521301.

Phone: 9333433445

E-mail ID: purihellaamruthasus@gmail.com

Date: 19 January 2008

Place: Gudivada

Note: This document shows indicative details of all alone. Their implementation is governed by policies of Zensar and applicable local securities and may change from time to time without prior notice. Latest Details and specifics of such plan are available with the Human Resources Function.

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

zensar

[illegible]

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school/leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

<u>You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number</u>

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 to support of the above, the company reserves the right to terminate the employment at any time during your service.

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

Private & Confidential

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

D5

phenom people

Date: May 26, 2022

To
Raghunanda Naga Yasaswini Devi,

Letter of Appointment

Dear Raghunanda Naga Yasaswini Devi,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at Phenom People Pvt Ltd. as **Product Development Engineer I** effective from May 26, 2022.

1. Your annual CTC will be Rs. 1,011,635 (Ten Lakh Eleven Thousand Six Hundred and Thirty Five 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 receipt of a letter by the Company to that effect. The aim of this clause is to minimize 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.** **Sr. Manager - Human Resources** Date: May 26, 2022	I accept and agree Name: Raghumanda Naga Vasaswini Devi, R Naga Vasaswini Devi R Naga Vasaswini Devi Lead IT, [illegible] Signature: Date: May 26, 2022

phenom people

ANNEXURE - A

SALARY BREAK-UP OF Raghumanda Naga Vasaswini Devi	
DESIGNATION	Product Development Engineer I
DIVISION	Platform Engineering
LOCATION	Hyderabad
ANNUAL SALARY	900,000
COMPANY PERFORMANCE LINKED BONUS	90,000
GRATUITY *	21,635
CTC	**1,011,635**
Break-up	
SALARY COMPONENTS	**AMOUNT**
Basic	37,500
HRA	15,000
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	13,967
MONTHLY SALARY	**75,000**
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. 500,000

Annual Loss Deductible

Life Cover & Bonus

Other Regular Insurance Premium will be paid by the company

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources

Date: May 26, 2022

I accept and agree

Name: Raghumanda Naga Vasaswini Devi

R Naga Vasaswini Devi

Signature

Date: May 26, 2022

Raghumanda Naga Yasaswini Devi - Appointment Letter ~ Revised

Final Audit Report 2022-06-27

Created:	[illegible]
By:	[illegible]
Status:	Signed
Transaction ID:	[illegible]

"Raghumanda Naga Yasaswini Devi - Appointment Letter ~ Revised" History

- Document created by [illegible]
  [illegible]
- Document emailed to [illegible] for signature
  [illegible]
- Email viewed by [illegible]
  [illegible]
- Document e-signed by R.Naga Yasaswini Devi ([illegible])
  [illegible]
- Agreement completed.
  [illegible]

Adobe Acrobat Sign

[illegible]

Phenompeople Private Limited

[illegible]

Payslip for the month of July - 2022

Name	[illegible]	Employee No	[illegible]
Joining Date	[illegible]	Bank Name	
Designation	[illegible]	Bank Account No	
Department	[illegible]	PAN Number	
Location	Hyderabad	PF No	
Employee Work Days	[illegible]	PF UAN	
LOP	[illegible]		

Earnings	Amount	Deductions	Amount
[illegible]	[illegible]	PF	[illegible]
[illegible]	[illegible]	PROF TAX	[illegible]
[illegible]	[illegible]	EMPLOYER PF DEAF	[illegible]
[illegible]	[illegible]		
[illegible]	[illegible]		
Total Earnings	**[illegible]**	**Total Deductions**	**[illegible]**

Net Pay for the month: **[illegible]**

(Rupees Seventy-One Thousand Two Hundred Only)

TDS Details

Description	Items	Exempt	Taxable
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		[illegible]
Reduction Under Chapter VI-A			
[illegible]			[illegible]

Income Tax Reduction	
Income after Section 10 Exemption	[illegible]
Reduction Tax	[illegible]
Standard Reduction	[illegible]
Total VI-A Deduction	[illegible]
Taxable Amount	[illegible]
Total Tax	[illegible]
Education Cess	[illegible]
Tax Deducted (Previous Deducted)	[illegible]
Tax Deducted Till Date	[illegible]
Tax to be Deducted	[illegible]
Monthly Projected Tax	[illegible]

Tax Paid Details

APR	MAY	JUN	JUL	AUG	SEP
				[illegible]	
OCT	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**
[illegible]					

Remarks:

[illegible]

Print Date:[illegible] Oct 2022, [illegible]

phenom people

Date: January 24, 2022

To,
Ms. Naga Yasaswini Devi Raghumanda,
Hyderabad.

Subject: Internship

Dear Ms. Naga Yasaswini Devi Raghumanda,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 01, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

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

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for **PhenomPeople Pvt Ltd.**

R Naga Yasaswini Devi
R Naga Yasaswini Devi | Jan 24, 2022 19:30 GMT+5:30

Shiv Thakur
Sr. Manager - Human Resources

Plot 40, 6 & 8, M.P. Tech Park, Wilka Fields Road, Opp. Ramakrishna Kondapur, Hyderabad,
Telangana 500084 Tel: +91 40 2311 3887 Fax: 040 3910 7182
Web: www.phenompeople.com

phenom people

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.

Plot No.5 & 6, M.P Tech Park, White Fields Road, Opp. Ramalayam, Kondapur, Hyderabad, Telangana 500084 Tel: +91 40 2011 0667 Fax: 040 3816 7102 Web: www.phenompeople.com

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Ms. Naga Yasaswini Devi Raghumanda	
DESIGNATION	PDE I
DIVISION	Engineering
LOCATION	Hyderabad
ANNUAL SALARY	900,000
COMPANY PERFORMANCE LINKED BONUS	30,000
GRATUITY *	21,615
CTC	**1,01,635**
Break-up	
SALARY COMPONENTS	**AMOUNT**
Basic	17,500
HRA	15,000
Tax free Allowance	1,111
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	13,967
MONTHLY SALARY	**75,000**
Annual Provident Fund	41,200

Note : Provident Fund, Professional Tax & Income Tax as per the prevailing applicable law

Benefits

Group Medical Insurance Policy Rs. 500,000

Group Personal Accident Policy Rs. 500,000

Annual Level Consultation

Free Lunch & Dinner

*PDE (Period Insurance Premium will be paid by the company)

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources
Date: January 24, 2022

I accept and agree

Name: Ms. Naga Yasaswini Devi Raghumanda

R Naga Yasaswini Devi

R Naga Yasaswini Devi Ltd 24, 2022 19:30 GMT+5:30

Signature:
Date: January 24, 2022

Plot No.3 & 6, M.P.Tech Park, Wirtle Fields Road, Opp. Ramalayam, Kondapur, Hyderabad, Telangana 500084 Tel: +91 40 2311 8807 Fax: 040 3618 7192 Web: www.phenompeople.com

18481A04416

D7

[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: August 28, 2022

Dear RAJOLU GOPI RAJU,
1-10-24/4
Barampeta, Narasaraopet, Guntur,
Andhra Pradesh, India, 522601

Dear RAJOLU GOPI RAJU,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 1, 2022** at 9:00 A.M at the following address **Chennai02 SDB-UA-02 L1&L2,3F,2F-ex2018.** Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **420000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a subsidy amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4231100, 3337800 F: +91 120 2459833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd

Amrita Das
Senior Vice President
Head-Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 3, NOIDA (H.O. 501, UP, India)
T: +91 120 4683300, 4683800 F: +91 120 4683823
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com
www.hcl.com

[illegible]

Welcome aboard...

It is often said that an organisation can grow only if it empowers its employees to grow! At HCL Technologies Ltd, we consciously realise this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also taken care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you. This is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Chennai**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee:

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

8. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

9. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/Cvs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.# In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

10. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

11. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

12. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled for continuity of service.

13. Retirement

HCL-T Confidential

Signature of Employee

[illegible]
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com
www.hcl.com

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant [illegible], your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA-201 301, UP, India
T: +91 120 4024102, 2117880/81, +91 120 2426022
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi - 110019, India
www.hcltech.com
www.hcl.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification** – Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** : Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail	
2. Previous Employer – Direct HR Contact, PF account details, bank statements showing salary transfer and Form 16, if company is active, employer's active address.	
Things to Remember:	
1. The information provided to Recruiter and background verification form must be name.	
2. Information provided in background verification form must be accurate.	
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).	
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.	
Additional documents can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / Induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1

Signature of Employee:

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and fuzz photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays**: Tovera Induction Rooms First Floor, RNBA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India) **Tuesdays, Wednesdays and Fridays**: Alaxis Induction Room, Ground Floor, Tower – 1, Gate number - 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (SdB2 Build), Elcot Special Economic Zone, 602/1, Sholinganallur Village, Sholinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, (IAI (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 1/9, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore - 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, 5th Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 39,34,35 & 36, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level: Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Connect Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goodlinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Check Sapria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/1, 1/3, 1/38, 1/39, 4/1, 2/1, 1/1, 4/2, & 5, Plot No. 5&7,Bendhakulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No 5, Sector 12, Mihan SEZ, Nagpur

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: [illegible]
[illegible]
[illegible]
Registered Office: [illegible]
www.hcltech.com

33	Coimbatore	State Street HCL Services | Human Resources | Module - 203, 202, 205, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Com : 04226657[illegible]
34	Vijayawada	State Street HCL Services Private Limited,Madha IT Towers,Third Floor,Rasarapalli,Gannavaram,Krishna District 521102

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-35, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4624100, 2537988 F: +91 120 2430800
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retrials & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc, and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other food components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various Insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows:

- The policy covers Hospitalisation expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependents and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependents declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (Including ESIC):** At HCL, you will be covered under the Term-Life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, expand or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 1-15-24/4
Narasapata, Narasaraopet, Guntur,
Andhra Pradesh, India, 522601
Email ID: rajulagopiraju114@gmail.com
Telephone Number: 8374870080

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
A-10, Sector 3, NOIDA 201 301, UP, India
T: +91 120 6245100, 6215000 F: +91 120 2400237
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi 110019, India
www.hcltech.com
www.hcl.com

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. **Confidential Information**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. **Inventions**

Inventions Retained and Licensed: I have attached and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Signature of Employee:

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions. I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, developments, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records. I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any Invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorise directly or indirectly to be solicited for employment, or cause or authorise directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects; and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiated separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L24140DL1991PLC046024
B-35, Sector 1, NOIDA 201 301, UP India
T: +91 120 4024192, 2007896 F: +91 120 2425810
Registered Office: 806 Dinkarth, 06, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

16. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

RAJOLU GOPI RAJU
August 28, 2022

18-4416

Gmail

HCL || CTC offer upgrade - 4.25 LPA || Important Announcement

Dashboard Status

Dear Future HCLIAs,

Congratulations for your selection!

At HCL, we believe in maximizing human potential, and our employees remain one of our biggest assets. Employee "Ind" philosophy is strongly embedded within our culture, where employees remain happy, satisfied and committed.

We are glad to confirm below how modified we in your offer:

- CTC is upgraded to Inf 4.25 LPA (from INR 3.25 LPA)
- Service agreement is now reduced to 12 months (earlier 24 months). In case you move to someone, you shall be liable to pay Inf 5% (earlier INR 1.25 L) to the organization.

Please Note :-

- You should be willing to work in any location within India, in a 24x7 operations setup & shifts, as assigned to HCL Technologies.
- Your dining with HCL is subject to Anti Clearance, Re-hire Policy (Fresher application) and Eligibility criteria as follows:
- Minimum 75% throughout in academics (10th, 12th/Diploma & Graduation) & no backlogs.

We will activate your relationship for a mandatory process in next few weeks.

We wish you once best for your graduation completion!

For any queries just free to work out to [illegible]

Best Regards,
Gaurav Chowla
Head Campus Relations
HCL Technologies

HCL

Gopi. Raju (132)

18-4416

wipro

APPOINTMENT LETTER

January 14, 2022

Dear Gopi Raju Rajulu,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy conducted from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications/ombefore the date of appointment.

g. The copy of the letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Gopi Raju
18-4176.

Gmail

DOJ and LOI - Infinite Computer Solutions

1 message

Jayvardhan Chetty <Jayvardhan.Chetty@infinite.com> Sun, Oct 17, 2021 at 12:01 PM

Greetings,

This mail is to inform you that your LOI will be sent out tomorrow or Tuesday but your date of joining remain the same.

Date of Joining – 22nd Oct'21.

You are expected to report to the Infinite Computer Solutions, Bangalore campus on 22nd Oct'21 to complete your joining formalities.

Please bring all the required documents and 2-3 set of photocopies as well. (List of docs will be mentioned in the LOI but for example – 10th, 12th/PUC marks card, Sem 1-5/6 Marks cards, Bona-fide for no back logs from dept – if bonafide isn't there then no problem but it helps a lot during the joining.)

Govt. ID proof like PAN card and Aadhar card will also be required + 4-8 passport size photographs.

Accommodation will have to be managed by the candidate. (try to reach Bangalore by 21st, finish your joining on 22nd and either leave the same day at night or 23rd Oct anytime.)

Thanks and Regards,

C Jayvardhan Chetty

Associate Executive, Business HR

Infinite Computer Solutions

157, EPIP Zone, Phase 2, Kundalahalli,

Whitefield, Bangalore, Karnataka – 560066

Mob: +91 8861151342

www.infinite.com

infinite

D8

133

wipro

APPOINTMENT LETTER

12-4119

January 25, 2022

Dear Miss Sagar Ravale,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable for the new designation including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications including the date of appointment.

g. The copy of this letter duly signed by you has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your remuneration are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leaves, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **myapps.wipro.com**.

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pertinent to your employment with the Company.
> ii. Any customer or vendor of the Company to move its existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use for deviation any such Confidential Information brought on

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

iii. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Tech Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the **said** period, for any reason whatsoever, you **shall be liable** to pay to the Company liquidated damages of an Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you **shall** do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulas, books, documents, road data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of those items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with that company.

Noted below are a few examples of conflict of interest:

- For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an reasonably foreseeable incumbent to be given or

involved, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered to be an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policy.tradinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counselling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorised disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE B

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008

[illegible]

I Mani Sagar Revuda, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mani Sagar Revuda

Position: Project Engineer **Career Group: TEB – II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,340
Total Fixed Cash	**24,999**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,199**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,400
Target Cost to Company per month	**29,197**
Total Cost to Company per annum	**3,56,694**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime Interest Free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of Lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.3lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	20000
End of 18 months	20000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential.

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Compatibility

1/25/22, 2:19 PM https://apps.powerapps.com/play/b0c6a8c6-d4ce-4f7d-a9ce-f4c8f8ce4c8e?tenantId=f8cdef31-a31e-4b4a-93e4-5f571e91255a&hint=d3ef0c0d-0d0d-4d0d-0d0d-0d0d0d0d0d0d&sessionId=0d0d0d0d-0d0d-0d0d-0d0d-0d0d0d0d0d0d&locale=en-US&Offer_Letter_Template_ID%3D%3D&Offer_Letter_Template_ID%3D%3D&Offer_Letter_Template_ID%3D%3D

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under 80C. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund**- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund, In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + VBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 8.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro>> My Policies >> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical:

1. Medical Assistance Program (MAP): This is a medical scheme covering you, your spouse and your children to the extent of Rs.12000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium.10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit□: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program□:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 60% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover moving expenses/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 20,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPA) Program: Rs. 10,00,000 Through GPA) you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 10, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -India -> My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite.

$ Incorporated fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilised to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Mani Sagar Revale 26/1/2023 2:59 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office

Wipro Limited	T +91 (80) 2844 0011
Doddakannelli	F +91 (80) 2844 0054
Sarjapur Road	E info@wipro.com
Bengaluru 560 035	W wipro.com
India	[illegible]

23073023

Wipro Interconfirmation for Internship

* Required

1. Name *

Ravula Mani Sagar

2. Superset Id *

1439608

3. Registered Email Id *

manisagarravula@gmail.com

4. Are you interested to join the Unpaid Internship on 07th March 2022? *

○ Yes

Letter of Intent

Doc Ref. No.:QC20221741 Date of Issue: 12th JUNE 2022

Dear **RAVURI GOWTHAMI**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** **university.relations@quest-global.com**

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Nov 2022
[illegible]

Associate Information

[illegible]	[illegible]	[illegible]	[illegible]

Earnings	Amount	Deductions	Amount
[illegible]	[illegible]	[illegible]	[illegible]

Net Salary Paid [illegible]

449

Gmail

[illegible]

Date of Joining Intimation

[illegible]

[illegible]

A picture containing Icon. Description automatically generated

Dear Candidate,

Greetings from Cognizant

Welcome to Cognizant, the fastest growing global top-ten consulting, 17 [illegible] and [illegible] company.

We are delighted that you have accepted our offer of employment and we look forward to welcoming you [illegible].

Your Date of Joining is 6th [illegible].

In to make a smooth integration into Cognizant, you should be required to complete the following:

Activities	Things to do
Date of Joining	Click here to accept your Date of Joining [illegible]
Background Verification	Login to Cnet Cognizant to upload the following candidate documents: **Mandatory documents to be provided:** • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]
Pre-joining Actions	Login to Cnet Cognizant & [illegible]

Note:

- [illegible]
- [illegible]
- **BGV Validation** will be marked successfully only when the mandatory documents meet the eligibility criteria mentioned in the offer letter.
- [illegible]
- Candidates have to ensure that they **accept the Sale of Joining Intimation (SIN)** and get onboarded **at the first instance** of DOJ trigger.
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

[illegible]

Step 1 [illegible]

Step 2 [illegible]

Step 3 [illegible]

Regards,

[illegible]

[illegible]

Cognizant

12-449

15-Jan-2023

Naganju Rebba
B.Tech Electronics & Communication Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Naganju Rebba,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a period of 3 to 6 months. Your Internship onboarding will be scheduled anytime between now, through end of March 2023 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing will flow for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill trends.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments, etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective decision of internship and you would need to adhere with minimum attendance requirements. Prior approvals are most recently any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SMC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible access for processing stipend

payment and should spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a form - Disclosure Agreement with the company. During the course of your internship and after its ignition of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to ask us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

D11 ISGIFAOLTO

Date: 06 Dec 2021

Name: [illegible]

Address: _____

_____

Apply

Subject: Clearance of Pre-employment collection image for Wipro

Dear: [illegible]

This Letter is to inform that you have given a pre-employment collection assessment test for the position of [illegible] designed in your organization. Please note that your selection for the aforesaid role would be subject to fulfilment of the following terms & conditions:

1. Completion of Training and Assessments: After successfully cleared to go through a Skill Building Program (hereinafter collectively referred to as "Training") for which you must sign a letter. Copies of receipt of this letter (letter) which (we) plan should sign. The Training shall be for a period of [illegible] and include multiple assessments conducted by a third party assessment.

2. Background Verification: The offer for employment shall inter alia subject to verification of your credentials, testimonials, educational certificates and other particulars mentioned by you in your application at the time of your employment with the Company. Wipro HR Services India Private Limited, either through itself or any third party has authorized by it, may contact your background verification process.

3. Service Agreement – Wipro HR Services India Private Limited will bear the cost of your attendance Training or consultation of which you shall sign and execute Service Agreement with Wipro HR Services India Pvt. Ltd. in such form and manner as may be intimated by Wipro HR Services India Pvt. Ltd. time time regard.

4. Educational Qualifications: Your outstanding B.Tech. degree with a minimum of 60% aggregate marks in 10+2 and prior outstanding documents in proof of age configuration to HR department of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd. at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately Rs. 300,000/-. Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to treat this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter cannot be construe to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out herein.

For Wipro HR Services India Pvt. Ltd.,

Authorised Signatory
Annexure Offer
Annexure Offer Procedure
Talent Acquisition & Co. Leadership Hiring

Acceptance and Undertaking

I, [illegible] have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my own will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, shareholders, affiliates, agents and any third party appointed by it against any claims, damages, loss (including loss of opportunity), costs (including attorney's fees) that may be incurred by me in connection with this contract/letter.

Signature: [illegible]

Address:

Date:

18-410

Date: 19th Dec 2021

Name: [illegible]

Address: _____

_____

India

Subject: Clearance of Preliminary selection stage for Wipro

Dear: [illegible]

This Letter is to notify that you have cleared preliminary selection assessments stage for the position of **Associate Analyst** in our organization. Please note that your selection for the aforesaid role would be subject to fulfilment of the following terms & conditions:

1. Completion of Training and Assessment - You would be required to go through a Skill Building Program (hereinafter referred to as 'Training') for which, you must enroll within 7 days of receipt of this letter, failing which, this Letter shall expire. The Training would be for a period of **3-4 week** and include multiple assessments followed by a final written assessment.

2. Background Verification - The offer for employment shall also be subject to verification of your credentials, testimonials, educational qualifications and other particulars mentioned by you in your application at the time of your enrollment for the Training. Wipro HR Services India Private Limited, either through itself or any third party duly authorized by it, may carry out your background verification process.

3. Service Agreement – Wipro HR Services India Private Limited will bear the cost of your aforesaid Training, in consideration of which you shall sign and execute Service Agreement with Wipro HR Services India Pvt. Ltd., in such form and manner as may be followed by Wipro HR Services India Pvt. Ltd in this regard.

4. Educational Qualifications - Your completing **B.Tech.** degree with a minimum of 60% aggregate marks in 2021 and your submitting documents in proof of such completion to the satisfaction of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd., at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately **Rs. 32132/-** Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to keep this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter should not be deemed to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

For Wipro HR Services India Pvt. Ltd.,

Authorised Signatory
SANDESH KUMAR
Associate Vice President
Talent Acquisition & Sr. Leadership Hiring

Acceptance and Disclaimer

I _____ have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my free will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, employees, officials, agents and any third party appointed by it, against any claims, damages, loss (including loss of opportunity), costs (including attorney's fee) that may be incurred by me in contraction with this communication.

Signature:

Address:

Date:

Welcome to NIIT::STH.SCS.HW.27-Jan-22 Skill Building Program

18481A04I0

Inbox

Shivam Mehrotra 12 Jan
to

Dear Candidate,

Greetings!!

We are happy to announce that you have been shortlist for the profile of SCS for WIPRO. We are starting with the training of your batch. Please note below mentioned details:

Batch Start: 27th Jan 2022

Batch End: 19th Feb 2022

Onboarding Date: 23rd Feb 2022

Mode of training: Virtual training through "Skype for Business" , "Zoom" and "MS Team"

Internet Connectivity Requirement – Minimum 20MBPS Download and upload speed

This is a once in a lifetime opportunity for you to open the doors to a successful career with a global brand in HR Consulting and Outsourcing, Wipro.

Please take the print out of the attached forms and share the soft copy for the same along with the list of documents. **Terms and Condition is mandatory document to share.**

18481A0454 D12

ASSIGNMENT LETTER

October 13, 2022

Mr. Ramala Kulsdeep Gopi Krishna
Sap Code: 52138949
Mail ID:REMALAKULADEE.KRISH@HCL.COM

SUB: Organizational Assignment

Dear Ramala Kulsdeep Gopi,

With reference to your appointment with **HCL Technologies Ltd** vide appointment letter dated **October 13, 2022**, you are being initially posted at **BengaluruSEZ-T1-U1-G,1,2(ex 3),3(ex 1B)**

In your current assignment, you shall report to **Mr. Neeraj Chowdhury, GROUP TECHNICAL MANAGER (9911192269)** and your **Employee Partner** would be ( ).

We welcome you as a **GRADUATE ENGINEER TRAINEE (GET)**, with a Band **E1** and will be a part of the **ERS T&S _SIE-T&S-TSP-CSP_AE** in the **DELIVERY UNIT (DU)**

Your assignment and reporting relationship is subject to change at the sole discretion of the management.

Wishing you the very best in your new assignment.

For HCL Technologies Ltd.

Discover HCL Ambassadors
HR Services
October 13, 2022
Ps – For any assistance you may write to Innovation Focus@hcl.com

Gmail

[illegible]

Date of Joining Intimation

[illegible]

[illegible]

A picture containing icon. Description automatically generated

[illegible]

Dear Candidate,

Greetings from Cognizant!

Welcome to Cognizant, the Nation's primary global tourism [illegible]

We are delighted that you have accepted our offer of employment and we look forward to welcoming you onboard.

Your Date of Joining is 8th Oct 2020.

To facilitate a smooth integration into Cognizant, you would be required to complete the following:

Activities	Things to do
Date of Joining	[illegible]
Background Verification	Login to Your Cognizant & Upload the following documents [illegible] **Mandatory Documents to be uploaded:** [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]
Preparing Forms	Login to Your Cognizant & Ensure that you complete Pre-Joining Forms & [illegible]

Note:

- [illegible]
- Check that you uploaded the Date of Joining Form [illegible] Documents in [illegible] at least [illegible] days prior to your Date of Joining.
- **BGV Initiation** will be initiated successfully only when the mandatory documents meet the eligibility criteria mentioned in the offer letter.
- Onboarding Fees will be processed only on successful completion of the above 5 steps.
- Candidates have to ensure that they **accept the Date of Joining Information (DOI)** and get onboarded **at the final instance** of DOI trigger.
- Initial link will be shared with you to complete the onboarding.
- Check that you'll join the Work Location Preference during offer you have been successfully onboarded.
- Pre-Joining Training will be scheduled only for Delivered-Ready candidates. Kindly get connect back to the Recruiter office (RTO) within 15 days of getting onboarded (this is not applicable for trainee who have already completed their training during internship).
- Accommodation and transportation arrangements have to be done new by the candidate on his/her.
- The list of Capital/Facilities has been attached for reference and better planning.
- You have to be travelling inside India at the time of getting onboarded.

Should you have any clarifications, please follow the below steps to raise query in the CSC page:

Step 1: Click [illegible]

Step 2: Click Raise Query to write to us with your query. (Please select the correct category to raise the query)

Step 3: You will receive the response within 48 hours of raising the request.

Regards,

Human Resources - Cognizant

This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), please reply to the sender and destroy all copies of the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email, and/or any action taken in reliance on the contents of this e-mail is strictly prohibited and may be unlawful. Where permitted by applicable law, this e-mail and other e-communications sent to and from Cognizant may be monitored.
Cognizant Top-Level Domain

wipro

Amendment to Appointment Letter

WELCOME TO WIPRO

May 5, 2020

Dear Pavithra Sadhu,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two clauses ("Appointment Details" and "Notice Period & Termination") of your current Appointment Letter by removing the probation period.

"**Appointment Details**" will be replaced with the following:

"**Appointment Details**:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. The retirement age is 58 years.

c. You may be transferred to any other division, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, benefit policies, etc.

d. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

e. This offer of appointment is subject to your successful completion of all scholastic requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications including the date of appointment.

f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."

"**Notice Period & Termination**" will be replaced with the following:

"**Notice Period & Termination**:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company requires you to continue the employment during the notice period you must do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and property with all the relevant formalities required by the Company. Further, you shall not make or retain any copies of these items."

1. **No Further Modification**. Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment Letter.

3. **No Waiver.** Nothing in this Amendment shall be construed as a waiver of any breach, covenant, right or remedy of the Parties.

3. **Counterparts.** This Amendment may be executed in any number of counterparts in original or facsimile, each of which shall be deemed an original, but all of which taken together shall constitute one single agreement between the Parties.

4. **Precedence.** This Amendment shall constitute a part of and shall be read together with the Appointment Letter and shall run concurrently and be co-terminus and co-extensive with Appointment Letter. However, this Amendment shall prevail in the event of any inconsistency between any terms and conditions in this Amendment and the Appointment Letter.

Yours sincerely,
For **Wipro Limited**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

☑ Accept

☑ **Signature** Rashma Sadhu 4/3/2022 7:14 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	[illegible]
Doddakannelli	[illegible]
Sarjapur Road	[illegible]
Bangalore 560 035	[illegible]
India	[illegible]

[illegible]

18-41x (11)

Gmail

reshma sadhu <reshma.sadhu19@gmail.com>

Wipro Offer Letter

1 message

Wipro offer letter <wipro+email+Shadu-34J41208713@talent.icims.com>
Reply-To: Wipro offer letter <wipro+email+Shadu-34J41208713@talent.icims.com>
To: reshma.sadhu19@gmail.com

Fri, Jan 21, 2022 at 1:34 AM

January 21, 2022

Dear Reshma Sadhu,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download**

Please note : You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: reshma.sadhu19@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team) Wipro Limited

This message was sent to reshma.sadhu19@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/c/email/?n=GS2232847G1&contactId=17376237

© Wipro Limited, Doddakannelli, Sarjapur Road Bangalore 560 035 (KE)

Gmail

Sappani Manu Harsha <sappanimanu@gmail.com>

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushire@mphasis.com> Thu, Oct 28, 2021 at 3:31 PM
To: "sappanimanu@gmail.com" <sappanimanu@gmail.com>
Cc: "placementoffice@gandhiteknikeln.ac.in" <placementoffice@gandhiteknikeln.ac.in>

Ref.No- MPHYH_CI2022-2242

Dear Sappani Manu Harsha,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Stack of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirements.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APMs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushired@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at [illegible] and delete this mail from your records.

S Manoharsha
18WJA04 I5
ECE - D Nyrum

Gmail

Sappa Mano Harsha <sappamanu@gmail.com>

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushiring@mphasis.com>
To: "sappamanu@gmail.com" <sappamanu@gmail.com>
Cc: "placementoffice@gecgudlavalleru.ac.in" <placementoffice@gecgudlavalleru.ac.in>

Thu, Oct 28 2021 at 5:51 PM

Ref.No- MPHTH_CC2022-2243

Dear Sappa Mano Harsha,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of "**Associate Software Engineer**" in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in AFPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith letter of intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ & Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campusHires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Hari Krishnan Sir Wisp

RollNo	Name	Branch	Section
19481A0418	BHATRAJU MUKUNDAPRIYA	ECE	A
19481A0420	BOPPUDI BHAVYA	ECE	A
19481A0429	CHEBATTINA MANASA	ECE	A
19481A0441	CHORAGUDI MAMATHA	ECE	A
19485A0401	ADUSUMILLI JYOTHIRMAI	ECE	A
19485A0404	GUDAVALLI MADHU LATHA	ECE	A
19485A0405	KONALA VANITHA	ECE	A
19485A0408	MUODAM ANANYA	ECE	A
19485A0410	NARKETIMILLI LAKSHMINAGA VYNKATA SUSMITHA	ECE	A
19481A0483	GODAVARTHI ASHA	ECE	B
19481A0493	KANUMURI CHANDRA KALA	ECE	B
19481A0498	KURRALA MEGHANA	ECE	C
19481A0403	MODUGUMUDI ARUNA	ECE	C
19481A0418	SARIPALLI RENUSRI	ECE	D
19481A0435	SHAIK SRAVANI	ECE	D
19481A0468	THOKALA PRIYANKA	ECE	D
19481A0467	YAKKATI JAYA SRI	ECE	D
19481A0471	YARRAMSETTY NAGA LAKSHMI	ECE	D
19481A0205	AYISANA PRAVALLIKA	EEE	A
19481A0225	DIDIKU VARA LAKSHMI	EEE	A
19485A0218	MODUGUMUDI HARIKA	EEE	A
19481A0234	KALAPALA SIVA JYOTSNA	EEE	B
19481A0247	KOKLAPATI GAYATHRI DEVI	EEE	B
19481A0256	MOKKALAKATHI POORNIMA	EEE	B
19481A0290	TURLAPATI SESHASAI SRILEKHA	EEE	C
19481A0292	UNNAM SRAVYA	EEE	C
19481A0294	VANAMALA GAYATHRI	EEE	C
19481A0352	BATTIPATI NIKITHA	ME	B
19485A0315	BHEEMAVARAPU NAGA LAKSHMI	ME	B
19485A0316	PANDRAJU VIJAYA SRI	ME	B

List of students got Selected for YAMAHA in today's on-campus drive

B:06 pm

016

1848180437

141

Ref No: MPHTH_CC2022-2243

Dear Satya Karthee Devanaboina,

College Name: Godavaliru Engineering College

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

1. You will be offered the position of 'Associate Software Engineer' in Band 5, Level 2 with Mphasis. The gross compensation will be INR 4,00,000(INR Four Lakhs only) per annum.

2. A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of INR 1,00,000 will be recovered from the employee.

3. You are required to work in any shift as per business requirement.

4. You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.

5. You are required to perform any role within Applications Tower of Mphasis – Applications Development, Applications Testing, Application Production Support etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

1. Equal strengths in APPs, ITO and BPO

2. Being a flat, open and communicative organization

3. Organization ethos that encourages, promotes and rewards empowerment

4. Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon your:

1. Successfully completing your graduation (BE/ B.Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examination

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

TATA

Offer: Computer Consultancy
Ref: TCSL/CT2021374521 7/Hyderabad
Date: 16/10/2021

Ms. Shabana Shabana
15-175-12Water Tank Street,
Opp. M.D.O Office,
Pedana-521366,
Andhra Pradesh,
Tel#:91-8639797499

Dear Shabana Shabana,

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 successfu 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
[illegible]

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 Servicebox: 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 Service Mail: 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. **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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Tel: 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 0000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Cannon Service Box: 1800 209 4111 Email: cannon@tcs.com

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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 Mirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Services: 1800 209 4111 Email: careers@tcs.com

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/Ultimate.

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 overseas 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 Limited, 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 Servicebox: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Shabana Shabana**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Gudavalleru Engg. College, A P**

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	21,288
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,133
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 80,000

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. 7500 if the employee is Single. If the employee is married or married with Children then Rs. 3,000/- 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 2322 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Box: 1800 209 34 11 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Peccampark, 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 Express Service Line: 1800 209 3111 Email: cseexp@tcs.com

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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 Service line: 5800 209 2111 Email: careers@tcs.com

TATA

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 any 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, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Gachibowli, Plot 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 Cyberabad Secretariat, 1800 209 1111 Email: cyberabad@tcs.com

18481A04J9

D18

M

HackWithInfy 2021: Congratulations! You have a job offer for Systems Engineer role

[illegible]

HackWithInfy [illegible]
[illegible]

Mon, [illegible] Aug, 2021 at [illegible] pm

Infosys

#HackWithInfy

March – August, 2021

HWI

Code Collaborate Conquer

Dear shafiya sulthana shafiya sulthana,

Congratulations! You have cleared the pre-placement interview through HackWithInfy 2021 to receive a job offer for the Systems Engineer role at Infosys.

The compensation offered for this role is **[illegible] Lakhs** per annum.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at [illegible] for any clarifications.

Regards,

Team HackWithInfy

Infosys

[illegible]

18681A0459

HackWithInfy 2021: Congratulations! You have a job offer for Systems Engineer role

1 message

HackWithInfy [illegible] Mon, 4 Aug, 2021 at [illegible]
To [illegible]

Infosys

#HackWithInfy

March – August, 2021

HWI

Code.Collaborate.Conquer

Dear Mallya Sothana Chaitya Sothana,

Congratulations! You have cleared the pre-placement interview through HackWithInfy 2021 to receive a job offer for the Systems Engineer role at Infosys.

The compensation offered for this role is **INR 5.5 lakhs per annum**.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in HWI for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at [illegible] for any clarifications.

Regards,

Team HackWithInfy

Infosys

[illegible]

[illegible] Gmail – Your Windtree Onboarding Details – 22 Jul 2022

D19

Gmail

[illegible]

Your Windtree Onboarding Details – 22 Jul 2022

[illegible]

[illegible]

Dear Mail,

Welcome New Windtree!

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Documents required for onboarding

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Timeline to complete document upload

- [illegible]
- [illegible]
- [illegible]

Onboarding Guidelines

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

[illegible] Strain - Free Nonlinear Concurring Details v. 01 (v) 2012

Show your upload of the required document for concerning the concerned team will share an invitation for document verification through Trainee [illegible] until [illegible] 22nd July 2012.

[illegible] Design - Your Windows Onboarding Details - [illegible]

- Using declaration form template would be shared along with onboarding verification invitation mailer. Please fill any other declaration template with the necessary details and share the scanned pdf format to the requesting onboarding team. PDF cannot be before the onboarding video call.

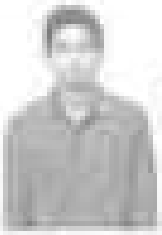
Kind Regards,

[illegible] & Lady Tanan (Engagement) Member

Disclaimer: Please note that at any stage of the recruitment process or upon joining Windows, if it is brought to our notice that the candidate has indulged in malpractice at a bad degree means to clear the contract requirements, the company shall revoke the offer with immediate effect, and reserve rights to take suitable action against the candidate as we may deem fit. Remitted never owns money for any kind of recruitment process and has not authorized any approved partners to collect money for recruitment process.

[illegible]

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

144

18 UJ1

M

Wipro Campus Update_LOI

Campus HR Team <wipro+gmail+217bz-a7888d89fcgitalent.icims.com>
Reply to: Campus HR Team <wipro+gmail+217bz-a7888d89fcgitalent.icims.com>
To: arifunnisa.as@gmail.com

Sun, 31 Oct 2021 at 22:01

October 31, 2021

Dear Shaik Arifunnisa,
Resume Number - 22094240

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TKB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,649
Total Fixed Cash	**24,488**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,400
Target Cost to Company per month	**29,157**
Total Cost to Company per annum	**3,50,064**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Kyamu Shaffen
General Manager - Hue on Resources

This message was sent to [illegible]. If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 INDIA

Gmail

shrge arumalla <tharvigoc@gmail.com>

Fwd: Wipro Campus Update_LOI

1 message

Dill Dilshad <dilldilshad8@gmail.com>
To: tharvigoc@gmail.com

Fri, Feb 18, 2022 at 1:02 PM

18-432

145

---------- Forwarded message ---------
From: **Campus HR Team** <wipro+email+2wolfie-21137 1h7f8@talent.soma.com>
Date: Mon, 18 Oct 2021, 21:53
Subject: Wipro Campus Update_LOI
To: <dilldilshad8@gmail.com>

October 18, 2021

Dear SHAIK ...
Resume Number - 22862263

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,870
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,649
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,498
Target Cost to Company per month	**29,187**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited

Aparna Shailen
General Manager - Human Resources

This message was sent to [illegible]@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icms.com/icms2/?r=[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Letter of Intent

Doc Ref. No.:QC20221742 Date of Issue: 12th JUNE 2022

Dear **SHAIK FAYAZ AHMED**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** **university.relations@quest-global.com**

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

Letter of Intent

Doc Ref. No.:QC20221743 Date of Issue: 12th JUNE 2022

Dear **SHAIK SHAHIN**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

Shaik Sravani
18481A0435

D23

Tech Mahindra

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

Tel: +91 40 2083 6362
Fax: +91 40 2311 7011

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

20M509 / ELTP-CAMPUS / 2022

07-Mar-2022

Subject: Letter of Intent

Dear Sravani,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted 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 qualifying 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, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course.
- You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

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 6 (Six) 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 - B** for breakup of your intended Annual Salary package.
- Post probation, 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 - C** for breakup of your intended Annual Salary package.
- In addition, you will also be entitled for a one-time settlement Allowance not succeeding **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 bonvoy 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.

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

Tel: +91 40 3063 8383
Fax: +91 40 2311 7011

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

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**

This Letter of Intent shall cease to be valid on **06-Sep-2022** 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,

Krishna Ramaswamy

Head - Resource Management Group

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

Tel: +91 40 2002 8202
Fax: +91 40 2311 7911

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

Tech Mahindra

Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course.

To start learning courses use techmahindra.com link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.0
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.0
Shell Scripting	Kash Shell Scripting: Crash Course For Beginners	9.0
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python Basics	The Python Bible Everything You Need to Program in Python	8
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	8.5
Communication	The Art of Communications 7 Bits into a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.38
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

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 L64200MH1986PLC041150

Tech Mahindra

Annexure B

Total Cost to Company (TCC) (Per Annum)	[illegible]
Components of Total Cost to Company	**INR (Per Annum)**
Basic (@50% of Total Fixed Pay)	[illegible]
HRA (@20% of Basic Pay)	[illegible]
Bonus/Statutory Bonus	[illegible]
Employer's contribution to Provident Fund (@12% of Basic Pay)	[illegible]
Flexible Components of CTP *	[illegible]
Total Fixed Pay (Per Annum)	**[illegible]**
Total Variable Pay (TVP) (Per Annum) (*)	[illegible]
Total....(A)	**[illegible]**
Additional Benefits....(B)	**[illegible]**
Gratuity	[illegible]
Insurance Premiums towards GTLI, GMBP and GPAI	[illegible]
Total Cost to Company (Per Annum) ----(A) + (B)	**[illegible]**

* 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

CEA	[illegible]
Meal Card (Max Rs. [illegible] per month)	[illegible]

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:-

1) **Gratuity** - As per Payment of Gratuity Act

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 (GMBP)**: 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.

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

Tel: +91 40 3993 6383
Fax: +91 40 2311 7011

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

Tech Mahindra

Annexure C

Total Cost to Company (TCC) (Per Annum)	**[illegible]**
Consequence of Total Cost to Company	**INR (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@75% of Basic Pay)	76070
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP *	29629
Total Fixed Pay (Per Annum)	**[illegible]**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total ....(A)	**[illegible]**
Additional Benefits...(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) ----(A) + (B)	**[illegible]**
* 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 INR 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 **INR 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 **INR 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 **INR 3 lakhs**.

c) **Group Personal Accident Insurance (GPAI) coverage**: You would be enrolled under the Company's GPAI scheme with a cover of upto **INR 8 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

D24

19481A04J6
Shoaib Hussain

149

Mindtree - Update on your candidature

1 message

Mindtree Campus <Campus@mindtree.com> Mon, 14 Mar 2022 at 1:41 pm

Dear Talent,

Congratulations on clearing our selection process. You have been shortlisted to receive an offer for the role of Software Engineer at Mindtree.

Please note the following:

- Next step will be offer letter release.
- Once you receive the offer letter you must sign it digitally within 3 days from the receipt of the mail.

Sincerely,
Early Career Hiring Team

Mindtree

Ps: This mailbox is not monitored. Request you not to reply to this email.

Note: It is a Confidential Communication. Not for circulation. All rights reserved. Mindtree Ltd 2021.

Letter of Intent

Doc Ref. No.:QC20221744 Date of Issue: 12th JUNE 2022

Dear **SIRIGIRI PRASANTHI**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** **university.relations@quest-global.com**

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

18481A0478

Amendment to Appointment Letter

WELCOME TO WIPRO

May 8, 2022

Dear Somagani Vineela,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two sections ("Appointment Details") and ("Notice Period & Termination") of your current Appointment Letter by removing the probation period.

"**Appointment Details**" will be replaced with the following:

"**Appointment Details:**

a. *The date of appointment is effective from the date of joining, unless otherwise common cated in writing by the Company.*

b. *The retirement age is 58 years.*

c. *You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.*

d. *We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.*

e. *This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.*

f. *The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."*

"**Notice Period & Termination**" will be replaced with the following:

"***Notice Period & Termination:***

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items."

1. **No Further Modification.** Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment Letter.

2. **No Waiver**. Nothing in this Amendment shall be construed as a waiver of any breach, covenant, right or remedy of the Parties.

3. **Counterparts**. This Amendment may be executed in any number of counterparts in original or facsimile, each of which shall be deemed an original, but all of which taken together shall constitute one single agreement between the Parties.

4. **Precedence**. This Amendment shall constitute a part of and shall be read together with the Appointment Letter and shall run concurrently and be co-terminus and co-extensive with Appointment Letter. However, this Amendment shall prevail in the event of any inconsistency between any terms and conditions to the Amendment and the Appointment Letter.

Yours sincerely,
For **Wipro Limited**,

Aparna Shailan
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

☑ Accept

☑ **Signature** Somagani Vineela 05/3/2022 3:54 AM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office	
Wipro Limited	T +91 (0)2 2644 0011
Doddakannelli	F +91 (0)2 2644 0054
Sarjapur Road	E info@wipro.com
Bangalore 560 035	W wipro.com
India	C 1311004 1949PLC002800

22947711

151

18-438

M

Wipro Campus Update_LOI

1 message

Campus HR Team [illegible] Tue, 12 Oct, 2021 at 2:25 pm
Reply to: Campus HR Team [illegible]
To: [illegible]

October 13, 2021

Dear Vineela Gorragani,
Resume Number - 22847711

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **T&B-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,794
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cost	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link (link to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Ananthu Mullan
General Manager - Human Resources

This message was sent to [illegible]@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

IBHBIAHHKS DIT 152

Gmail

Karipalli Renuari <renuarimeddy4@gmail.com>

Fwd: Mphasis_Letter of Intent!

mahitha sriram <mahithasriram@gmail.com> 8 February 2022 at 10:22
To: "renuarimeddy4@gmail.com" <renuarimeddy4@gmail.com>

---------- Forwarded message ---------
From: **mahitha sriram** <mahithasriram@gmail.com>
Date: Tue, 8 Feb, 2022, 9:52 PM
Subject: Fwd: Mphasis_Letter of Intent
To: renuarimeddy4@gmail.com <renuarimeddy4@gmail.com>

---------- Forwarded message ---------
From: **Mphasis - Campus Hiring** <campushiring@mphasis.com>
Date: Thu, 28 Oct, 2021, 5:37 PM
Subject: Mphasis_Letter of Intent
To: mahithasriram@gmail.com <mahithasriram@gmail.com>
Cc: placementoffice@gecgudlavalleru.ac.in <placementoffice@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2261

Dear Sriram: Lakshmi Venkata Bala Vasavi Mahitha,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in KPO, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B.Tech/ MCA) and scoring the appropriate percentage, as set by Mphasis, in the final academic examinations.

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campusHires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or

Dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at [illegible] and delete this mail from your records.

Tech Mahindra

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

Tel: +91 40 [illegible]
Fax: +91 40 [illegible]

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

[illegible] / ELTP-CAMPUS / 2022

07-Mar-2022

Subject: Letter of Intent

Dear Sunkara

This refers to the campus interview it at you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band II and Sub Band III** in our Organization provided:

- You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the all eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- You complete the set of training modules and earn course completion certificate for each course mentioned in **Annexure – A** and

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

- You will be under **probation for a period of 6 (Six)** 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 - B** for breakup of your intended Annual Salary package.
- Post probation, 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 - C** for breakup of your intended Annual Salary package.
- In addition, you will also be entitled for a onetime settlement 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 produce a valid Passport and Income Tax PAN Card at the time of joining the Company.

Tech Mahindra

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

Tel: +91 40 3992 6363
Fax: +91 40 2311 1911

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

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**

This Letter of Intent shall cease to be valid on **04-Sep-2022** 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,

Krishna Ramaswamy

Head - Resource Management Group

1848/ A04 K3

HEXAWARE

D29

29 May 2022
Pavan Kalyan Sankara
E1 – B.E / B.Tech
Godavarikhani Engineering College, Godavarikhani

Dear **Pavan Kalyan Sankara,**

Congratulations! Further to your selection under Hexaware Bluverticle program and your acceptance of the offer, we are pleased to offer you a position as **"Trainee"** from **06 May 2022 at Chennai** office as per the following terms and conditions. Please note that this appointment letter supersedes all earlier letter/s issued to you and as such the earlier letter/s of appointment issued to you stand cancelled.

1. An amount of INR **10000/-** pm will be paid as stipend under Apprenticeship Act, 1961, for a period of up to 6 months i.e. during the classroom training. There will be no deduction of Provident Fund, Professional Tax and ESIC.
2. Post completion of the stipend period you will be paid salary as per the annexure attached and marked as Annexure "I".

3. The training period is of one year duration from the date of joining and shall comprise of classroom as well as on-the-job training. Upon completion of a stipend period you will be re-designated as **Associate Software Engineer**. However, your on-the-job training would continue till you complete one year from the date of joining.

4. The continuation of your training and subsequent employment will be subject to you meeting the qualifying criteria during and at the end of the training period. Upon successful completion of training period you will be considered for an employment with the Company. For the sake of clarity the company may at its sole discretion evaluate you for permanent employment.

5. During the training period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training can be terminated by the Company without any notice or compensation. However, the Company reserves the right to terminate your services at any point in time on disciplinary grounds/ poor performance/ non adherence to Company's rules and regulations and violation of any other terms of employment, without any notice or compensation.

6. In the event the company decides to hire you on permanent basis, provided you have successfully completed your training, the notice period for severance will be three months on either side or salary in lieu thereof. Salary for purpose of this clause means Basic Salary. However, the discretion to release you earlier than three months would be solely with the management. Notwithstanding anything contrary contained herein the notice period stated in this section is subject to any other agreement that the employee has entered into with the company whether in past, present or future, AND in the presence of such agreement, the

Regards, Hiba Rafi

notice period stated in this section shall apply on completion of such other term / period / duration as agreed under any such documents / agreements.

7. In the event you are in breach of any terms and conditions of this letter or any of the applicable terms or policy as may be imposed by the company from time to time. Company may at its sole discretion terminate the training/ employment with immediate effect.

8. Your compensation is strictly confidential, and we expect that you maintain the confidentiality of the same at all times. Increments are not automatic but will be based solely on your performance as evaluated through the performance appraisal system or any other mechanism as the Company may deem fit for the purpose of deciding the same.

9. Your designation is merely indicative of the responsibilities which you are required to carry out. The Company shall be entitled to advise you, at any time, to perform any other administrative, managerial, supervisory, or other functions as per business needs and you will be bound to carry out such functions.

10. The Company may nominate you to attend trainings that might involve a considerable cost. Similarly you may be deputed to client's site to gain knowledge and utilize the same to execute projects in India/abroad. In view of this you will be expected to serve the Company, on completion of the training/knowledge transfer, for a specified period as required by the Company.

11. During the term of your employment with the Company, you agree not to undertake employment, whether full time or part time, as the Director/Partner/Incumbar/employee of any other organization or entity engaged in any form of business activity without the consent of Hexaware. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn or terminated at the sole discretion of the Company.

12. You shall at all times observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, and which according to the Company are necessarily confidential, form valuable property of the Company and not made available to the trade. Further, you will not disclose such data or information without written consent from the Company to anyone other than the Company's officials who are authorized to receive the same. You will sign the "Non-Disclosure Agreement" (NDA) at the time of joining and shall abide by the terms and conditions mentioned therein.

Even after you have ceased to be in the service of the Company, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose the same to anyone.

Signature: [illegible]

HEXAWARE

13. You will assign to the Company the right, title and interest in any invention or improvement that you may make solely or jointly in the course of your training period and subsequent employment which may be relating to the products/services marketed, based, developed and you will perform any acts, execute such documents without expenses to you, which in the judgment of the Company, may be needful or desirable to secure to the Company patent protection and any/all rights relating to invention or improvement.

14. You shall maintain proper discipline and dignity of office and shall deal with all matters with sobriety, utmost discipline and judiciousness.

15. You shall be governed by Hexaware Code of Conduct (COC) and will be required to sign an undertaking which will be given to you separately at the time of joining. You are always requested to read and comply with the same. Any breach of COC provisions or the terms and conditions of employment may result into termination and/or an appropriate disciplinary action.

16. You shall follow the daily attendance process laid down in the Company from time to time.

17. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

18. Due to business needs, you may be required to travel outside India. You are, therefore, advised to hold a valid passport at all times. Please submit a copy of your valid passport forthwith, if not submitted earlier. In case you do not possess a passport or if the same is no longer valid, you are required to obtain it, at your own expense, and submit to HR dept. within 45 days. You can use the TATKAL service for faster issuance of the passport. It would also be to your advantage to have a four-wheeler driving license as well.

19. As per income tax rules it is mandatory for you to submit a copy of your PAN (permanent account number) card at the time of joining. In case you do not possess it, you are required to obtain it, at your own expense, and submit to HR dept.

20. You will adhere to the dress code as laid down by the Company. You will also observe the work timings/holidays as applicable to your place of posting and as amended from time to time. Further, you should be prepared to work on any shifts, as may be warranted by the Company/client's work requirements.

21. You will inform the Company of any change in your residential address forthwith.

22. During your training period /employment terms and in the event of ceasing the services of the Company for whatsoever reason, you agree that, in addition to any other limitation during the

Mpwine, Mathilde

term of your employment and for a period of 1 year after the termination of your employment, you will not directly or indirectly:

(i) Solicit or accept employment with any client / customer of Hexaware or its Subsidiaries, to which you provided services as a Hexaware employee.

(ii) On your behalf or as a partner or as an officer, director, an employee, agent or shareholder or any other entity; or person or as a trustee, fiduciary of other representative or any other person or entity.

(a) Employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Hexaware employee or independent contractor.

(b) Contact any persons or companies which are customers or prospective customers of Hexaware or any of its affiliates or subsidiaries for the purpose of soliciting the customers or prospective customers in competition with Hexaware its affiliates or subsidiaries nor solicit or divert or cause anyone to solicit or divert, any such customers or prospective customers from Hexaware its subsidiaries, affiliates.

For the purpose of point No. (i) & (ii) above, Hexaware client / customer means and include any organization or person or Franchisee to which for a fee or charge, Hexaware has provided services. A prospective client / customer means a person, or another organization or person to which Hexaware has, within the twelve months period preceding such termination or separation of employment, has / has submitted a proposal to provide services, the preparation of which included your direct involvement.

23. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you.

24. Your appointment is transferable and the Company, at its discretion, may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, in case of emergency such transfers may be made effective immediately.

a) You will observe working timings and holidays as applicable to your location and place of work.

b) On your transfer/deputation to any other place as stipulated in clause(10) you will observe the working timings and holidays as applicable to the location and place of work where you have been transferred/deputed, without any change in remuneration.

25. During your employment with the Company you will comply with the provisions of the Information Security policies, procedures and guidelines of Hexaware at all times and which shall extend beyond the normal working hours, whether inside or outside the office premises including customer site / location. Any violation will be viewed very seriously and attract strict disciplinary action.

Manisha Madhvin

HEXAWARE

26. If during the period of your employment with us you achieve any invention, process improvement, operational improvement or other processes/methods that will likely to be resulting into more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and exploit such improvements and you shall assign all your rights to the Company for the purpose of seeking any patent rights in respect thereof or for any other purpose.

27. Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or other data, tables, calculations, letter or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of

its subsidiaries and the same are to be handed over back to the Company, failing which the Company shall treat it as breach of the Confidentiality obligations and shall be forced to take strict action against you.

28. You warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment. During the period of this employment you shall not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

29. 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. In the event a client seeks information pertaining to business aspect of your employment (including Resume), the company shall provide such information to the client without any notification to you.

30. If you remain absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily abandoned your services and Company will be constrained to take necessary disciplinary action against you as per policy, your terms of employment and/or any other documents.

31. Your appointment is subject to your submitting copies of mark sheets /certificates in respect of all your educational qualifications at the time of joining. You are required to submit all the mark sheets with respect to your graduation/post-graduation forthwith to the HR Dept., if same has not been submitted earlier. You should have also been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the mark sheets/proofs in respect of your qualifications and any condonation of delay in submission of the same shall be at the discretion of the Company.

Mpuvine, Manhattan

HEXAWARE

32. Your appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination if and when considered necessary.

33. Your appointment and its continuance is subject to you clearing verification checks at the time of joining and thereafter, which includes criminal, previous employments, educational qualifications, reference checks and all such other checks. Any discrepancy found in the above will result in immediate termination of your services.

34. Also this appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. A list of Directors is available in the Head Office for perusal.

35. The age for retirement from services of the Company is 58.

36. If any information furnished by you in your application for training or during the selection process or during your joining or post joining is found at any time during your employment to be incorrect or false, and /or if you have concealed any information regarding your qualifications and experience, the Company shall have the option to terminate your services without notice or compensation.

37. At all times you will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including but not limited to matters such as designation, emoluments and the structure thereof, working hours, etc. and also all the published policies of the Company. Also, Company's decision on all such matters shall be final and binding on you.

38. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this contract of employment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this contract shall continue in force and effect.

39. Any dispute or difference, whatsoever, arising between you and the Company, out of or relating to the construction, meaning or operation or effect of the terms of this letter and the earlier letter dated letter shall, unless resolved amicably shall be referred to Arbitration of Sole Arbitrator to be appointed by the Company. The Sole Arbitrator appointed shall be an Authority appointed by the Company and such appointment as Sole Arbitrator shall be acceptable to you. All proceedings under such Arbitration shall be held in Mumbai and would be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactments thereof. It is agreed and understood that the courts in Mumbai only and exclusively shall be competent to entertain any application or petition pertaining to the arbitration agreement and/or arbitral proceedings pursuant to this clause and no other court elsewhere shall have jurisdiction to entertain any application or petition pertaining to the arbitration agreement and/or arbitral proceedings pursuant to this clause.

Manoj Mehta

HEXAWARE

40. The terms of this letter issued to you shall be binding for all purpose and shall at all times remain confidential and are not to be disclosed to any third party unless the matter is referred for arbitration in the circumstances mentioned above.

41. All the female employees, who will be completing minimum 80 working days with Hexaware, will be eligible for the following benefits under our Maternity Leave Policy:

- Maternity Benefit of twenty-six weeks (including all the intervening Saturdays, Sundays and Company Declared Holidays) of which not more than eight weeks shall precede the date of her expected delivery, in first two instances of childbirth.
- Maternity Benefit of twelve weeks (including all intervening Saturdays, Sundays & Company Declared Holidays), of which not more than six weeks shall precede the date of her expected delivery, for a woman having two or more than two surviving children.
- A woman who legally adopts a child below the age of three months shall be entitled to maternity benefit for a period of twelve weeks(including all intervening Saturdays, Sundays & Company Declared Holidays) from the date the child is handed over to the adopting mother.
- A woman getting a child through surrogacy shall be entitled to maternity benefit for a period of twelve weeks (including all intervening Saturdays, Sundays & Company Declared Holidays) from the date the child is handed over to her.

Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment within seven days of you receiving this letter.

We look forward to your continued contribution and wish you all the best in your future endeavors.

With best regards,
For HEXAWARE TECHNOLOGIES LIMITED

Monica Mathur

Monica Mathur
Vice President, Recruitment India & APAC

Monica Mathur

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 102, Millennium Business Park, Sector - 'B', Mahape, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel. : +91 22 6791 4000, Fax : +91 22 6791 4080
(CIN) : L72900MH1992PLC065962, URL: www.hexaware.com

HEXAWARE

ANNEXURE 1

NAME: Pavan Kalyan Sonkara **EMP No.: 1000074455** **Designation: Trainee**	**Date: 24 August 22** **DOJ: 24 May 2022** **Grade: GET**	
	Monthly	**Annual**
Fixed components		
Basic	15,000	180,000
HRA	7,500	90,000
Statutory Bonus[1]	2,000	24,000
Flexible Component	6,075	72,000
Gross Salary	**30,575**	**366,000**
Other Annual Benefits		
Medical Insurance premium Contribution[2]		2,500
Retiral Benefits		
Provident Fund @12% of Basic	1,800	21,600
Gratuity premium contribution[3]	750	9000
Total Cost to Company		**4,00,000**

Notes:

1.Bonus amount will be paid monthly to comply with the Payment of Bonus Act. The final bonus amount will be computed as per the provision of the Payment of Bonus Act post the closure of the financial year (January – December) and any shortfall or excess will be adjusted accordingly.

2.You will be covered for medical insurance under the Group Hospitalization scheme of the Company.

4.You will be covered under the Gratuity Scheme of Hexaware Technologies Limited. You will be eligible to receive the benefits under this scheme, subject to a minimum of 5 years of continuous service with Hexaware.

Manoj Mehrotra

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, M. Block, TTC Industrial Area, Malaga
Nalli Industrial, [illegible]
[illegible]

M

Wipro Offer Letter

1 message

Wipro offer letter [illegible] Fri, 25 Mar 2022 at 6:48 pm
Reply to: Wipro offer letter [illegible]
To: [illegible]

March 25, 2022

Dear **[illegible]**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept → click on signature check box → Click on "Submit and Print" → Click on "web browser" → ctrl+P → save as pdf → save → select destination on your system to download.**

Please note : You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: [illegible]
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [illegible]

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team| Wipro Limited)

This message was sent to [illegible]. If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Hari Krishnan Sir Wtsp

RollNo	Name	Branch	Section
19481A0416	BHATRAJU MUKUNDAPRIYA	ECE	A
19481A0420	BOPPUDI BHAVYA	ECE	A
19481A0429	CHERATTINA MANASA	ECE	A
19481A0441	CHORAGUDI MAMATHA	ECE	A
19485A0401	ADUSUMILLI JYOTHIRMAI	ECE	A
19485A0404	GUDAVALLI MADHU LATHA	ECE	A
19485A0405	KONALA VANITHA	ECE	A
19485A0408	MUDDAM ANANYA	ECE	A
19485A0410	NARKETMILLI LAKSHMINAGA VENKATA SUSMITHA	ECE	A
19481A0483	GODAVARTHI ASHA	ECE	B
19481A0493	KANUMURI CHANDRA KALA	ECE	B
19481A0496	KURRALA MEGHANA	ECE	C
19481A0403	MODUGUMUDI ARUNA	ECE	C
19481A0416	SARIPALLI RENUSRI	ECE	D
19481A0435	SHAIK SRAVANI	ECE	D
19481A0438	THOKALA PRIYANKA	ECE	D
19481A0457	YAKKATI JAYA SRI	ECE	D
19481A0461	YARRAMSETTY NAGA LAKSHMI	ECE	D
19481A0205	AVISANA PRAVALLIKA	EEE	A
19481A0225	DOKKU VARA LAKSHMI	EEE	A
19485A0218	MODUGUMUDI HARIKA	EEE	A
19481A0254	KALAPALA SIVA JYOTINA	EEE	B
19481A0247	KORLAPATI GAYATHRI DEVI	EEE	B
19481A0266	MOKKALAKATI POORNIMA	EEE	B
19481A0290	TURLAPATI SESHASAI SRILEKHA	EEE	C
19481A0292	UNNAM DIVYA	EEE	C
19481A0294	VANAMALA GAYATHRI	EEE	C
19481A0352	BATTIPATI NIKITHA	ME	B
19485A0315	BHEEMAVARAPU NAGA LAKSHMI	ME	B
19485A0316	PANDRAJU VIJAYA SRI	ME	B

List of students got Selected for YAMAHA in today's on-campus drive

8:06 pm

1848104429

Date : 11/24/2022

Valid Till : 12/24/2022

Disclaimer – This Soft copy ID card is valid only for the period mentioned or until the associate is employed in Cognizant, whichever is earlier.

18481A04LO

D83

Welcome to Wipro | Virtual Onboarding Day – 25th May 2022

1 message

wiseager.campus@wipro.com
To: [illegible]

Mon, 2 May, 2022 at 8:19 pm

Welcome to Wipro | Virtual Onboarding Day – 25th May 2022

Dear TIPUMALA [illegible]

Resume Number: [illegible]

Greetings from Wipro!

We hope you and your investment are staying safe and well.

We are pleased to inform you that your posting in Wipro is scheduled on **20th May 2022**.

In order for a successful posting in Wipro, we would like to onboard you virtually on **23rd May 2022** for completion of your posting formalities as per the information mentioned below.

Please mark on the below mentioned line for joining the indemnity virtually from your representative. Please ensure that you have good network connectivity in order to complete the joining formalities.

Joining Link for Virtual Onboarding - [illegible]

Virtual Onboarding Date	Time	Contact Person
23rd May 2022	09:00 AM	[illegible]

Kindly note:

In case you do not have any of the mandatory documents currently, please submit the documents within 30 days of joining Wipro.

If you have not yet written your final semester exam, where will be made you 2 weeks of post issues which may be used during the exam time. However, we will require an official mail from your college confirming the same.

With accepting the Wipro offer letter or submitting the onboarding, if not yet accepted, please accept the offer letter at the earliest. If deemed fraud regarding the same is always at end with you.

On successful completion of joining formalities on the virtual onboarding day, you will begin your training on 30th May 2022 which will be your joining date in Wipro.

Please read below instructions carefully.

Taking into account the prevailing COVID-19 guidance situation, you will be working from home for the initial period of your joining until further communicated by Wipro.

The posting location, since that COVID-19 guidance situation mentioned, will be **Bangalore**. You will be notified by respective manager, [illegible] from Office. The posting location is subject to change from business requirements. We will not be subject to you in case of any changes in the posting location.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Regards,

[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

wipro.com

Internal to Pfizer
The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.
www.pfizer.com

wipro

18-410

157

APPOINTMENT LETTER

January 23, 2022

Dear TIRUMALA GUDIMELLA SAI SRINIVAS,

Welcome to Wipro Limited (CompanyWipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications onwards the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. myworkspace.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

> i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
> ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
> iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and for enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education;

ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education;

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation;

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
iv. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, In-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence to you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company, before you are relieved, all correspondence, specifications, formulae, tender, documents, cost data, market data, literature, drawings, effects and comply with all the relevant formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Bhaskar
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [illegible]@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives of full disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction. If the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to insider.trading@wipro.com

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I TIRUMALA GUDIMELLA SAI SIDHARTH, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.'

ANNEXURE III

SALARY OFFER SHEET

Name: TIRUMALA GUDIMELLA SAI SIDHARTH

Position: Project Engineer **Career Group: TEE - I**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,349
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (4.81% of Basic)	699
Total Fixed Compensation	**27,188**
Other Compensation Benefits	
Health benefit (Medical)	000
Variable Pay	
Target Variable Pay	1,000
Target Cost to Company per month	**28,187**

Total Cost to Company per annum	3,30,094

*Notional sum including contribution of 8.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique Company **Benefits** to help you manage during exigency.

a. Creditors Interest free loan of Rs. 25,000/- towards housing deposits or towards purchase of a two-wheeler
b. Creditors Interest free contingency loan of Rs. 50,000/- and 2 months gross towards housing deposits or Bonus, death in immediate family or self marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,00,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organisation before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay : A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for such employees in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2023-25.

SOME ADDITIONAL INFORMATION ON THE SALARY SHEET:

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic, HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Gross Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to ruckfiles on joining. The maximum LTA that can be considered for IT exemption is Rs 60,000.

2. Telephone/Mobile Phone Allowance:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ data routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 18,000 per annum under WBP as per prescribed limit in this policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 500 in case of child is hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension Scheme:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. Provident fund: Where basic is higher than INR 15,000/- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000/- Minimum of 12% of (Basic + MBP + Additional (Where applicable) or INR 1800 per

b. Notional sum indicating contribution of 4.81 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or interviews at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   1. Settlement and Miscellaneous Expenses: Rs.1000 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rajkiran. For details you can refer the policy at myWipro > My Policies -> India->My Travel>Transfer Policy-Team Rajkiran.

d. Campus primes would not be eligible for accommodation at the Wipro guest houses.

Please note to the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS

Medical

1. Medical Assistance Program (MAS)*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Medicleans: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 70% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal instalments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

5. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPA) Program: Rs. 12,00,000 Through GPA/ you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under the policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on Intelligo. Access through My Wipro -> My Policies ->Home > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

3. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSP's to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,00,000 every year).

Annual pension contribution amount to re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slips of the enrolled member. The accumulated contribution amount and the interest earned (or the losses) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials > Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My Data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ Signature TRUNIKA GUDIMELLA (Ez Signing) 22/10/22 3:32 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Office Address: T: +91 [illegible]

Customer Care: T: +91 [illegible]

Support Email: E: [illegible]

Registered Site: W: wipro.com

[illegible]

[illegible]

[illegible]

[illegible]

M

Wipro Offer Letter

1 message

Wipro offer letter <wipro+email+3SLR-Q1f42cd7e@talent.icims.com> Fri, 21 Jan, 2022 at 11:51 pm
Reply to: Wipro offer letter <wipro+email+3SLR-Q1f42cd7e@talent.icims.com>
To: srinivastirumala29@gmail.com

January 11, 2022

Dear TIRUMALA SUSMELLA SAI SRINIVAS,

Congratulations! We are pleased to offer you the position of Project Engineer at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro Fresher Hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> click# -> save as pdf -> save -> select destination on your system to download.

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop:
Click to Complete

Your Login Information:
Login Name: srinivastirumala29@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team) Wipro Limited

This message was sent to srinivastirumala29@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=kB1D2299B095&contactId=17424380

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

184810443

wipro

APPOINTMENT LETTER

January 28, 2020

Dear Tummalapalli Lalitha,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, retail formant, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prior/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. **Responsibilities:**

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. **Conflict of Interest:**

a. You are required to engage yourself exclusively in the work assigned to Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move the existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. **Confidentiality:**

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no contracting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the presumption that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Tool-Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such duty as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited.**

Aparna Shailes
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organisation doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organisation doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policyclearinghouse@wipro.com

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Tummalapalli Lalitha, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Tummalapalli Lalitha

Position: Project Engineer **Career Group: TR3B - 0**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	3,334
Wipro Benefits Plan (WBP)	4,844
Total Fixed Cash	**24,848**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	420
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*National sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique Company **Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death to immediate family or self marriage
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 3lac per annum

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential.

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary slips which would be paid out on a quarterly basis. It would be linked to the following parameters.

For employees joining in billable roles, variable pay will be linked to individual utilizatiy, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow: A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary slips.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary slips, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies-Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is accessible as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in the policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on income tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 60,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem/ hub/ routers/ USB/ etc. for internet usage plans are eligible for IT exception up to Rs. 18,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs 100 (additional 300 in lieu of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under 80C. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. Provident fund: (Where basic is higher than INR 15,000)- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000: Minimum of 12% of (Basic + VDP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1000 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 6 days (total amount of Rs.6,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Transfer/Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. Medical Assistance Program (MAP)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slips is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs.2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage. Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

9. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 80% = Rs. 8,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest level as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover

a. Group Personal Accident Insurance (GPA) Program: Rs. 12,00,000 Through GPA you are covered by way of round the clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under the policy. This term insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on Joining. Access through My Wipro -> My Policies -> India -> My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite.

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > Intile -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** [illegible]
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T: +91 (80) 2844 0011
Doddakannelli	F: +91 (80) 2844 0054
Sarjapur Road	E: info@wipro.com
Bangalore 560 035	W: wipro.com
India	[illegible]

056 18-929

wipro

APPOINTMENT LETTER

[illegible]

Dear [illegible]

Congratulations! [illegible]

1. Appointment Details

a. [illegible]

b. [illegible]

c. [illegible]

d. [illegible]

e. [illegible]

f. [illegible]

g. [illegible]

2. Compensation

[illegible]

a. [illegible]

b. [illegible]

c. [illegible]

d. [illegible]

e. [illegible]

3. Other Benefits

[illegible]

a. [illegible]

b. [illegible]

c. [illegible]

d. [illegible]

e. [illegible]

f. [illegible]

g. [illegible]

4. Responsibilities

a. [illegible]

b. [illegible]

c. [illegible]

d. [illegible]

5. Conflict of Interest

a. [illegible]

b. [illegible]

c. [illegible]

[illegible]

[illegible]

[illegible]

I have read, understood and agree to accept the conditions set out in the above personal letter.

Yours sincerely/Yours faithfully

ANNEXURE I

REGULATIONS ON CONFLICT OF INTEREST

Policy Linked has adopted a Conflict of Interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interests of the company in dealings with suppliers, customers and other organisations or individuals doing or seeking to do business with the company.

Related Parties and a Representation on conflict of interest

1. For an employee or any relative or a member of his family is a party, will or desire any kind of property, facilities or equipment from or to the company or any affiliate of the company or any contract, firm or individual who is or is seeking to become a contractor, supplier or customer, engage with the knowledge and consent of the management.

2. For an employee to become an officer, director or in any other management capacity or as a consultant of another company or organisation doing or seeking to do business with the company or an affiliate except with the knowledge and consent of the management.

3. For an employee to use or release to a third party any trade or technical, patent, competitive bore or any other information concerning the company, which might be prejudicial to the interest of the company.

4. For an employee or his/her relatives or family members to accept commissions, or finders fees or other payments, loans other than with recognised banking or financial institutions, services, entertainment and meals or gifts of more than nominal value from any individual or organisation doing or seeking to do business with the company.

I have read the above mentioned Conflict of Interest policy and I declare that there is no Conflict of Interest in my employment. If in future any conflict arises, I will immediately inform my responsible senior officer for management.

Compliance to Company's Code of Conduct for Regulation, Monitoring and Reporting Trading (Code) by Insiders

Insider Trading is prohibited by SEBI Laws as well as by Stakes contained in implementation to as the Company's internal policy. Insider trading generally involves the act of an insider (officer or employee or relative) in the Company in connection with or possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company, in order to profit from trading in securities of the Company before others who could profitably or stop or sell on basis of the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as follows:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the securities of the company when in possession of UPSI concerning the company. Trading in securities of the Company is also prohibited for certain designated employees when they trading on stock. For details please consult your personal phone/email@policy.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall not communicate, provide or allow access to UPSI of the Company to others and for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counselling or tendering to communicating UPSI to any other person including spouse, other relatives, friends or a client or broker/dealer.

b. Proceeding to act as advisory advisors or trading any recommendations to any person on the securities of the Company when in possession of any UPSI.

c. Unauthorised disclosure or communication of UPSI.

d. Processing any UPSI transactions.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate action against the Insider, suspension, termination of employment or employees involved in Insider Trading. Insider trading also attracts civil and criminal penalties not only on the Insider but also on the company or senior concerned officers. The penalties thereon on the employee and the company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate relatives shall disclose to the Company the number of securities acquired or disposed of held in the trading days of the transaction in the shares of the securities listed, traded or dealt in the Company or a group of transactions with any calendar quarter, aggregate to a traded value in excess of ten lakhs rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or refer to www.policylinked.com/code-conduct.pdf.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I hereby authorize Policy Linked Pvt. Limited that I am voluntarily sharing my Personal Information including documents with Policy Linked (Policy) for following purposes:

a. verifying my Curriculum Vitae and sending records to third parties for any bona fide employment purposes.

b. processing my job application including background and medical checks.

c. employment related actions including record keeping, processing salary/wages and benefits and any action required in the context of my employment with Policy.

I hereby confirm I have agreed to the collection of such Personal Information including documents by Policy for any future reference/verification and authorized Policy to transfer the same to a third party.

I understand that Personal Information means any information including documents relating to me that is available with Policy and is capable of identifying me.

ANNEXURE III

SALARY OFFER SHEET

Name: [illegible]

Position: Project Engineer

Date of Joining: [illegible]

You shall receive salary as mentioned below:

COMPONENT	AMOUNT (INR)
Basic	[illegible]
HRA	[illegible]
Bonus	[illegible]

[illegible]	[illegible]
Total Fixed Costs	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
Total Fixed Compensation	[illegible]
Other Compensation Benefits	
[illegible]	[illegible]
Variable Pay	
Target variable Pay	[illegible]
Target Cost-to-Company per annum	[illegible]
Total Cost to Company per annum	[illegible]

Personal sub-indicating contribution of 0.01 % of your fixed cost towards provision of Gratuity, Employee and Co-objects for adjustment of grades as per the Vision Policy in the above.

Apart from the statutory costs-to-company, Project Engineers are also entitled to the following Annual Compensation Benefits to help you increase earning engagency.

a. [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]
b. [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]
c. [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]
d. [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

SCHEDULE – III

Bonus Details

(a) [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

[illegible]

[illegible] INFORMATION ON THE SALARY OFFER

[illegible] Allowance [illegible]

[illegible]

[illegible] Allowance

[illegible]

[illegible] Plan (NPP)

[illegible]

1. **Lower Travel Allowance**

   [illegible]

2. **Transfer of Mobile Phone Allowance**

   [illegible]

3. **Non-Contributory Work Level**

   [illegible]

   Allocation Allowance

   [illegible]

4. **Non-Pensions Expense**

   [illegible]

Retirement Benefits

[illegible]

a. [illegible]

b. [illegible]

[illegible]

[illegible] Accommodation, Food & Other Miscellaneous Expenses

Travel

a. [illegible]

b. [illegible]

c. [illegible]

d. [illegible]

a. [illegible]

b. [illegible]

   i. [illegible]

c. [illegible]

d. [illegible]

[illegible]

[illegible] SOCIAL SECURITY & OTHER BENEFITS

Insurance

1. [illegible]

2. [illegible]

   [illegible]

   [illegible]

[illegible]

[illegible]

[illegible]

037

18481A0415

M

Mphasis_Letter of Intent!

Mphasis - Campus Hiring <campushiring@mphasis.com> Thu, Oct 28, 2021 at 5:55 PM
To: bhanuprithvi2@gmail.com <bhanuprithvi2@gmail.com>
Cc: placementoffice@gecgudlavalleru.ac.in <placementoffice@gecgudlavalleru.ac.in>

Ref No: MPHTH_CC2022-2118

Dear Bhanu Prejitha Vallabhasetti,

College Name: **Gudlavalleru Engineering College**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a goodfaith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B.Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining

4. On successful verification of documents and certificates provided by you

Your joining date will be communicated after you clear the above conditions

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

i. PAN card
ii. Aadhar card
iii. Passport
iv. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campusfirst@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may

contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at [redacted] and delete this mail from your records.

1348100416

wipro

APPOINTMENT LETTER

January 28, 2022

Dear Pavithra Vallabhan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, travel, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes to your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. www.wipro.com/policies

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and knowhow that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (Confidential Information). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the proviso/effect that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

*Please note that you are required to inform us if there are any agreements, oral/or written, which you have entered into of which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of the letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or under from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education;
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education;
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation;
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Tap Gear modules, and / or customer specific tools and technology training. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulas, books, documents, cost data, market data, literature, drawings, affidavit and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

We confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Aparna Bhallen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

*As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Padmini Vallabhani, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action resulted in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Padmini Vallabhani

Position: Project Engineer **Career Stream: 1WB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,970
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,049
Total Fixed Cash	**24,888**
PF (Employee Contribution)	1,800
Gratuity (5.77% of Basic)	690
Total Fixed Compensation	**27,168**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,429
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	3,00,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 5lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000 - 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your basic location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my appropriate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

VARIABLE PAY – A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary mix which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow: A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary mix.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary mix, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter in order to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

...ese are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Gross Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [illegible] on joining. The maximum LTA that can be considered for IT exemption is Rs 60,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals and also towards broadband modem hub/ routers/ DPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 2100 / 2,700 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 200 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund:** Where basic is higher than INR 15,000/- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000/- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm.

b. Notional sum indicating contribution of 8.33 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred to/ for attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be turned out after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Relocation and Miscellaneous Expenses, Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards travelling, lodging, conveyance & other miscellaneous expenses.

c. Any Relation change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> Indiaribly Travel-Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Retention Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary block is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount. i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium.10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of exit, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 23 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 23 x 2.7%* x 80% = Rs. 8,460 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of bed wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPA) Program: Rs. 12,30,000 Through GPA you are covered by way of Round-Clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on portal. Access through My Wipro -> My Policies ->Home -> My Financials -> Group Life Insurance/ Personal Accident.

The policies mentioned here are policies of the Company as on date. This is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan whereby you will have an option to enroll and choose your Pension Service Provider (PSP) within 90 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be revoked once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid penalizing tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slips of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My Data->My Financials-> Pension, and exercise the option within 90 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Pankaj Vallabhan 20/12/2022 5:00 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T +91 [illegible]

Bangalore F +91 [illegible]

Designer Road E [illegible]

Bangalore 560 035 W [illegible]

(2/27/2021)

Letter of Intent

Doc Ref. No.:QC20221745 Date of Issue: 12th JUNE 2022

Dear **VEERAVALLI VINAYKUMAR**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to **:** university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations **Candidate Signature: _____**

Disclaimer:** ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

Annexure - I

Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

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

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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

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

D 40

18-469

(165)

M

Wipro Campus Update_LOI

Campus HR Team <wiprovemalr[illegible]@talent.com.com>
Reply to: Campus HR Team <wiprovemalr[illegible]@talent.com.com>
To: [illegible]@gmail.com

Sat, 31 Oct 2021 at 9:00 pm

October 31, 2021

Dear [illegible],
Resume Number - [illegible]

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRA-D** of the organization.

The salary mark for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	7,234
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cost	**24,588**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,168**
Other Compensation Benefits	
Health benefit (Medical)	500
Variable Pay	
Target Variable Pay	1,455
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [illegible] and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited.

Kyarha Shelles
General Manager - Hua ya Resources

This message was sent to [illegible] If you don't want to receive these emails from this company in the future, please go to [illegible]

[illegible] Limited, Goddahannelli, Sarapur Road Bengaluru 560 035 IND

Vellsela Pavan <[illegible]@gmail.com> Sat, 6 Nov, 2021 at 3:24 pm
To: vellsela[illegible]@gmail.com

[illegible]

Wipro Offer Letter

Wipro offer letter [illegible] Sat, 22 Jan, 2023 at 1:55 am
Reply to: Wipro offer letter [illegible]
To: [illegible]

January 21, 2023

Dear **vetivelu pavan**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ISMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro Fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on Accept → **click on signature check box → Click on "Submit and Print" → Click on "web browser" → ctrl+P → save as pdf → save → select destination on your system to download**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Continue

Your Login Information:
Login Name: [illegible]
(If you do not know your password you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [illegible]

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team) Wipro Limited

This message was sent to [illegible]. If you don't want to receive these emails from this company in the future, please go to [illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 INR

(8481A04M)

D41

M

Welcome to Wipro | Virtual Onboarding Day – 28th December 2022

1 message

[illegible]@wipro.com
To: [illegible]@gmail.com

Fri, Dec 23, 2022 at 10:07 PM

Welcome to Wipro | Virtual Onboarding Day – 28th December 2022

Dear **Arnold Vemaru**

Resume Number - **22847018**

Greetings from Wipro!

We are pleased to inform you that your joining in Wipro is scheduled on **30th December 2022**.

In order for a successful joining in Wipro, we would like to onboard you virtually on **28th December 2022** for completion of your joining formalities as per the information mentioned below.

Please click on the below mentioned link for joining the onboarding virtually from your laptop / desktop. Please ensure that you have good network connectivity in order to complete the joining formalities.

Joining Link for Virtual Onboarding : [illegible]

Virtual Onboarding Date	Time	Contact Person
28th December 2022	**09:00 AM**	**[illegible]**

***Important instructions for onboarding:**

- Please be ready with your 7th and 8th semester marksheets and your course completion certificate or provisional degree certificate, you are required to upload the same on or before December 28, 2022.
- If you have not received US last semester mark sheet, please upload Hall ticket of the last semester along with the course completion certificate.

Failure to produce these documents during onboarding will result in postponement of your joining date.

Please read below instructions carefully:

- You will be required to report to office for training on or after your date of joining, the details of which will be communicated to your registered email ID with Wipro after your virtual onboarding session.

- The posting location will be **Coimbatore**. The posting location is subject to change basis business requirements. We will communicate to you in case of any changes in the posting location.

- Please note that posting locations are allocated based on business requirements and any requests for location change shall not be entertained.

- In case you fail to complete your joining formalities on virtual onboarding day due to some reason, Wipro will authenticate the reason for insufficiency of completing the joining formalities and the decision to invite you for next onboarding will be solely at the discretion of Wipro.

- We are eagerly waiting to onboard you with us. However, in case you do not want to join as per the scheduled date due to some reason and would like to seek postponement of your joining in Wipro, please follow this link and let us know about your postponement reason: https://forms.office.com/r/faftdt,ln/DW. Wipro will authenticate the reason for seeking postponement and the decision to invite you for next onboarding will be solely at the discretion of Wipro.

- Please note that it is mandatory for you to be present in India in order to complete your onboarding formalities and start your career journey with Wipro. Anyone who is residing outside India will not be entitled for Onboarding.

- Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

For any further clarification, you may reach us through https://forms.office.com/r/faftdt,ln/DW, wherein your query will be addressed within 5 working days. Kindly mention your resume number in every communication.

We look forward to onboard you soon!

Regards,

Global Campus Hiring Team,

Wipro Limited

We are an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies / partners to collect any fee for recruitment. If you encounter any suspicious email, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on helpline.recruitment@wipro.com.

Connect with us through our social media channels

wipro | Ambitions Realized

Internal to Wipro
The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this email. Please notify the sender immediately and destroy all copies of this message and any attachments. Wipro Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

wipro

APPOINTMENT LETTER

13-4191 (15)

February 2, 2022

Dear Aravind Vemulu,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your level and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leaves, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. **Responsibilities:**

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job as requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. **Conflict of Interest:**

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with which you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. **Confidentiality:**

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and for enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre Joining programs, Self-directed learning modules, MOOCs, In-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company repaying confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you expressly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasoning, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shalini
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE-I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

nominal, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policychange@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to 'UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policychange@wipro.com.

ANNEXURE B

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Aravind Vemuru, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Aravind Vemuru

Position: Project Engineer **Career Group: TRB - 8**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,870
HRA	5,833
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,686**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	626
Total Fixed Compensation	**27,169**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,428
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*National sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following unique Company **Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a bed wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 2lac per annum

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	75000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

vi. You shall keep the contents of this letter confidential.

ANNEXURE - V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – XI

Variable Pay : A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Member, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro >myPolicies >Common Policies Across Countries >my Financials >Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs. 50,000.

2. **Telephone/Mobile Phone Allowance:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals and also towards broadband/ modem/ hub/ router/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 18,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 2100 / 2,793 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C Investments.

Retirement Benefits:

It consists of:

a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 per

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel-Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium. 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee on default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade D3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.75* x 80% = Rs. 6,490 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. This amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

5. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPA) Program: Rs. 12,50,000 Through GPA you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -Hindi + My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

6. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& the ..pranent fund management

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilised to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ Signature Aravind Vemuru 22/2022 3:52 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T +91 (80) 2844 0011
Doddakannelli	F +91 (80) 2844 0054
Sarjapur Road	E info@wipro.com
Bangalore 560 035	W wipro.com
India	C [illegible]

22847018

M

Wipro Offer Letter

1 message

Wipro offer letter [illegible] Fri, Jan 21, 2022 at 12:45 AM
Reply to: Wipro offer letter [illegible]
To: [illegible]

January 21, 2022

Dear Aravind Vemuru,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop.**

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information
Login Name: aravindvemuru@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [illegible]@wipro.com

Thanks and Regards,
Campus Offer Generation Team
Global Campus Hiring Team| Wipro Limited

This message was sent to [illegible]@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
[illegible]

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 INDIA

18.9.06 DAR

wipro

[illegible]

[illegible] 2012

Dear [illegible],

Welcome to Wipro Limited ("Company/Wipro") and congratulations on your appointment as Project Engineer. The terms of your employment with the Company in India (also "Terms") are as mentioned in this letter. Wipro may be modified pursuant to changes in the Company policy, updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. This will be on probation for a period of 12 months from the date of your appointment. On completion of this probation period, your appointment will be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation or extension in writing, your probation period will be deemed to have been satisfactorily completed.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may think fit from time to time. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including remuneration, working hours, holidays, leave, private policies, etc.

e. The periods assigned to any person considered disengaged medical Company facilities in India to suit customer requirements by exercising 'bench'. This would be separate from any of those offices that of any of the shifts, including night shift, as may be decided by the Company keeping in mind the business needs and demandant of consumers.

f. This offer of employment is subject to your successful completion of all pre-hire requirements as laid down by the Company/Hiring Manager, to wave of the organizations and the requirements, including aptitude/skill conditions by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications and/or the date of commencement.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits as per Annexure A1 – Salary (Mid Band).

b. Retirals Plan: The details of this component are linked to Retirals Act. The Retirals Plan amount may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other remuneration and benefits in accordance with Company policy are modified and amended to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and at the level of your individual performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Provisions, if any, as applicable to your functional stream and/or issues or functional requirements as determined by the Company.

c. Contribution to the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Medical Reimbursement (LTR) as per the Company's policy.

e. Wipro Medical Insurance Scheme (WMS) provided you are not covered under the policies of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of provident plan or gratuity plan, medical benefit plan and hospitalization benefits.

g. Please refer to the detailed guidelines in the Company's intranet portal viz. [illegible]

4. Responsibilities:

a. In office of your position and office, you would be expected to perform responsibilities effectively, diligently and to the best of your ability and sincerely. There may be times when you will be required to work beyond or advance the office when the job so requires. In all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company whether directly or indirectly.

b. You may be required to undertake travel on to various assignments for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure "Integrity" in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the values and other relevant Policies and to comply with the same. These Policies are updated / modified from time to time and you will be required to comply with the same.

d. Consultants with any actual, any claim, an allegation or decision that may arise that could potentially result, or has resulted, in any violation of the Policies in the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflicts of Interest:

a. You are required to devote your full working time to Wipro and you shall not take up any independent or individual assignments consulting part time or full time, in any advisory capacity or otherwise directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly engage in any activity or have any interest in, or position any interest in any person who is involved in activities which are or shall be in conflict with the business of Wipro.

c. Your Conflicts of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company irrespective of the circumstances of, or the reason for, the cessation, not to solicit, induce or encourage

[illegible]

[illegible]

[illegible]

I have read, understood and agreed to accept this employment on the terms and conditions herein.

I will be recording this date as

ANNEXURE 2

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a Conflict of Interest policy to prevent all its employees, from acting in a manner which may be prejudicial to the interests of the company or its dealings with suppliers, customers and other organizations or individuals doing or seeking to do business with the company.

Several factors are a best interpretation of conflict of interest.

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to the group or department, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or are related to non-trading.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company firm or individual who is or is seeking to become a customer, supplier or contractor, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or its affiliates except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the company which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commissions, a share in profits or other payments, loans (other than with established banking or financial institutions), services (including entertainment) and hands or gifts in cash from customer, vendor or any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. In future, any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading Dealing by Insiders

Insider Trading is prohibited by both law as well as by Wipro Limited's shareholder as per the Company's Internal policy. Insider trading generally involves the act of subscribing/purchasing/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to any other person which could subsequently or may at such time deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as follows:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact prohibitionofinsidertrading@wipro.com

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall keep confidentiality, provide or allow access to UPSI of the Company to others only for legitimate business purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Communicating or disclosing or procuring UPSI to any other person including family members, relatives, friends or on a need to know basis.

b. Discussing as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Protecting and UPSI from misuse.

3. Individual Non-Personal Responsibility: As per the Code, Company can take appropriate actions like warn, freeze, suspension, termination of employment or employee deemed as Insider Trading. Insider trading also attracts civil and criminal penalties leading to fine imposed by SEBI and also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction (the office at the executive board, reserves to deem transaction in a series of transactions over any particular quarter, aggregating to a market value in excess of Rs. 10 lakhs). For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. In case Wipro Limited's Shares/Securities.

ANNEXURE 3

PERSONAL INFORMATION UNDER INFORMATION TECHNOLOGY ACT 2000

I HEREBY DECLARE (Employee Name) that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and relevant records for the needs for any future reference or verification;

b. processing my job application including background verification checks;

c. employment related actions including salary breaks, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the collection of such Personal Information including documents by Wipro for any future verification/verifications and authorize Wipro to transfer the same to a third party.

I acknowledge that "Personal Information" means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE 4

SALARY DETAILS SHEET

Name: FUTURUS STAR Guest Author

Address: Project Engineer

Employee Number: 7408 ...8

You shall receive salary as detailed below:

Salary Component	Amount (Rs.)
Basic	11,670
HRA	5,835
Bonus	2,334

Mega Benefits Pay (MBP)	[illegible]
Total Fixed Cash	[illegible]
PF Employer Contribution	[illegible]
Gratuity (4.11% of Basic)	[illegible]
Total Fixed Compensation	[illegible]
Cafe Credit/Food Coupons	
Health Insurance	[illegible]
Variable Pay	
Target Variable Pay	[illegible]
Target CTC (Fixed pay + Variable Pay)	[illegible]
Total CTC (Fixed pay + Variable Pay)	[illegible]

National Pay including contribution of 0.01 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Mega Policy for the same.

Apart from the salaries stating compensation, Project Engineers are also entitled to the following unique Company Benefits to help you manage during engagement:

a. Overseas Internet Data Card of Rs. 22,000, towards fancy handset of Rs.[illegible] and a laptop of a best variant
b. Overseas Internet Data connectivity card of Rs. 36,000, and 2 months gross salaries including diversity or divorce, death or immediate family of self/marriage
c. Medical Insurance of Rs. 50,000 (per annum for employees who are not covered under the CTC scheme
d. Medical Insurance Coverage up to Rs. [illegible] per annum.

ANNEXURE – II

Bonus Details

In addition, ____ in the above-mentioned salary you will be eligible for a variable bonus in the 2nd fiscal year. This bonus is performance based and will be merged (added) in your salary after 12 months from the date of joining. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus (INR)
End of 18 months	[illegible] – [illegible]
[illegible]	[illegible]
End of Year 3	[illegible]

Please note the terms and conditions:

i. The special bonus is subject to:

a. you being "billed" to the service of the company through to retention date on applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

ii. Please note that this is subject to your meeting contribution and performance levels. If any performance issue is a cut factor, you will not be eligible to receive the bonus. The same is performance and evaluated by you.

iii. The gross bonus amount will be recovered in case you leave the organization within 12 months of bonus payout. This will be applicable as per a calculation of bonus payment.

iv. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the subject would be final and binding.

vi. You shall keep the contents of this letter confidential.

ANNEXURE – III

I hereby certify that I shall submit the required academic certificates including but not limited to mark sheet and Professional Graduation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria of a submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – IV

Variable Pay – A BRIEF OVERVIEW

Variable Pay Policy Summary & Explanation:

Variable Pay is a variable component of your salary which would be paid out on a quarterly basis, it would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to billable attendity, i.e. the number of days employed to billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Associate, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary mix.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary mix, variable pay will be linked to company's financial performance. Financial metrics is linked based on specific role for each employee in each quarter as per the respective financial year policy.

This Variable Pay program may be changed / altered or modified in part or full based from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter as prior for Variable Pay eligible i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under this program.

[illegible]

[illegible] INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

These are basic monthly components of your salary and not taxable. They do not vary every month, and are fixed for a particular period.

Leave Travel Allowance

LTA is given to the extent of 50% of your Basic. LTA exemption is available as per IT rules on submission of bill/receipts.

Flexi Benefit Plan (FBP):

Flexi Benefits Plan (FBP) is basket of various allowances & options investment for ease of tax exemption, called FBP, you will be granted Leave Travel Allowance and Educational Allowance. Benefits regarding the use of Telecommunication phone, Internet expenses, Meal card can also be availed under this Plan. The actual expenses incurred towards these components are eligible for exemption as per the prevailing income Tax rules applicable. Thus, you will be judgment at fair for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Office will grant a Group Mediclaim, which will be compulsory after including the aggregate cost of allowances/benefits availed under FBP and statutory mandatory or Employee Tax and associated charges. Following are your FBP components:

1. **Leave Travel Allowance:**

   Nine employees are eligible for LTA provided leave is taken as per the rules of Office. For details on income Tax exemption please refer to policies on portal. The maximum LTA that can be considered for IT exemption is Rs 20,000

2. **Telephone/Mobile Phone Allowance:**

   The amounts paid for your handsets (cellphone and landline) includes any other expenses (installation, rentals, taxes, etc) for internet access, office and eligible for IT exemption up to Rs. 10,000 per annum under FBP as per prescribed limit in the policy. No expenses in respect of service or other charges for personal connections will be eligible under this head.

3. **Meal Coupons/Meal Card:**

   A amount of Rs. 1600/- (Rs. per month towards purchase of Meal Coupons/Meal card is eligible for IT exemption under FBP.

4. **Educational Allowance:**

   An amount of Rs. 200 additional 100 in case of child is issued per child per month up to a maximum of 2 children is eligible for IT exemption under FBP.

5. **Flexi Provident Benefit:**

   You can contribute between 0% up to 10% of your Basic towards PPF and earned 8 under FBP. This will be over and above the PPF contribution.

Performance Incentive:

It consists of:

a. Provident fund (Minimum basis is higher than Rs. 1,800 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 (Minimum of 12% of Basic) + DA)* + conditional (Actuary assessability at INR 1,800/pm)

b. Medical and motivating contribution of 5.41 % of your basic towards gratuities.

Employee will be eligible for payment of gratuity as per the Micro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. Pay should be added for Rs. 1200 from the date of reporting as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would be need to submit bills towards usage of this amount.

b. There is no provision for conveyance/travel expense towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

(c) **Lodging, Food & other Miscellaneous Expenses**

a. You should be entitled for Rs. 1000 per day for 6 days (total amount of Rs.6,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If after joining training (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Additional and Miscellaneous Expenses: Rs. 1000 per day for 7 days (total amount of Rs. 6,000) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Business. For details you can refer the policy on myHigher> My Policies > Policy > My Travel> Transfer Policy Team Business

d. Contractor/ Trainee would not be eligible for accommodation at the Micro guest houses.

Please note to the extent that the employee leaves the organization within 6 months from the date of joining, all payments pertaining to Accommodation & Relocation Expenses shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS

Medical

1. **Medical Insurance Program (MEDIC):** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). Tax deal will be granted based on your joining and exiting months in a financial year. The annual medical or medical allowance is your salary divided by 12 (Actual Spent and Cumulative average outflow per month and per employee towards EHC). Medical is a reimbursable amount, i.e. it will be paid in arrears on making a claim.

2. **Gratuity:** You are eligible for a Gratuity coverage of Rs. 10,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly salary depending on your marital/family status basis. For hard core (inactive) employees 10% of the claim amount has to be borne by you.

   If you want to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myHigher which is accessible for joining.

   Group Medical Insurance is to be availed by the employees on default. It is deducted for its evaluations as a monthly charge. You can cover in advance and changed on

[illegible] during retirement (Medicare).

[illegible] Company pays medical health insurance premiums for employees above 60 years of age.

[illegible]: Up to Rs. [illegible]

This provides a lump sum death up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

[illegible]:

The Survivor Benefit (Family allowance) is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on a fixed benefit basis, only at the time of death, increase in years of service (not), number and age of surviving dependent.

E.g. If an employee is in Grade B3 with basic 23 Rs. 15,000 per month and the surviving spouse [illegible] at time of his death is 25 years and he has a surviving spouse and two eligible children. The supplementary Pension payable per month would be as follows: Basic * No. of years to Retirement * Grade Factor * % based on number and age of surviving dependent.

i.e. 15,000 x 25 x 0.7147 x 60% = Rs. 5,360 per month as supplementary pension payable. Grade Factor is a more specific predefined percent increment rate.

Loans:

[illegible]: An interest free loan of Rs. 25,000 as per policy is available to facilitate your selling exam. The amount is primarily intended to cover training/certification expenses, purchase of text books. This is recovered in 12 equal installments.

[illegible]: An interest free emergency loan of Rs. 50,000 or two months income, gross and subject to limit as per policy can be availed in case of contingency. This would be recovered in 36 equal installments. Any loan taken above Rs. 25,000 will be taken to loan in the notional interest rate as per LIBOR rates.

** These benefits are subject to the terms and conditions of the company policy and cannot be considered as fixed term.

II. Post Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 10,00,000 through GPAI you are covered for risk of injury the event that coverage against any accidents occurring while at work as outside of work resulting in partial or total disablement or security. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 10,00,000 in the unfortunate event of death on account of other accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This cover insured is inclusive of cover as per GOI (Employee Gratuity Limited Insurance). Employees can also get an extra coverage for a nominal highly negotiated premium.

Please note: More details on the above insurance policies are available on the Policies Section in My Wipro accessible on portal. Access through My Wipro > My Policies > My Policies > Group Life Insurance Personal Accident.

The policies mentioned here are policies of the Company as on date, this is subject to change to insure as per policies of the Company from time to time.

3. Voluntary Superannuation Policy (VSP)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Reading contribution to provide pillar of the every age group you through time to contribute towards building your retirement corpus and leverage the remaining tenure period by the unique pull up year. You simply have to choose and scheme that suits your investment tenure and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie ups with two leading PSPs to manage the superannuation funds, LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & management fund management.

The contribution option can be exercised only once in the window with the organization and cannot be changed once made. VSP participant whose period left, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,80,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,80,000 per annum to avoid penalties for premature tax is applicable on contributions exceeding Rs. 1,80,000 every year.

Annual pension contribution amount is re-adjusted from time with component and will reflect under Provision component in the salary slips of the pension member. The accumulated contribution amount and the interest earned on the corpus can be utilized to avail the retirement benefits.

For further clarity please refer the Policy on My Wipro > My Informational Services > Index > My Financials > Retirement Benefits > Voluntary Superannuation Scheme. After reviewing the related documents, if you wish to enroll into VSP, please log onto My Wipro > My Info > My Financials > Pension, and exercise the option within 30 days of joining the Company. In case you have remaining into VSP in the window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ Signature (UTC+05:30 Kolkata) [illegible]
(checking the checkbox above is equivalent to a handwritten signature)

Employee Name	[illegible]
Employee ID	[illegible]
Designation	[illegible]
Joining Date	[illegible]
Reporting Job ID	[illegible]
Date	[illegible]

D43

[illegible]

AlSemiCon

APPLIED INTELLIGENCE SEMICONDUCTORS PVT LTD

Payslip for August 2022

Name	[illegible]			Department	[illegible]
Designation	[illegible]			Location	[illegible]
D.o.J	[illegible]	Month Days	[illegible]	Bank	[illegible]
D.o.B	[illegible]	Work Days	[illegible]	Bank Account No.	[illegible]
Employee Code				PAN	[illegible]
PF No.				UAN	[illegible]

Earnings per Month		Year Month Earnings		Deductions	
Basic Pay	[illegible]	Basic Pay	[illegible]	Prof Tax	[illegible]
HRA	[illegible]	HRA	[illegible]	PF	[illegible]
Telephone Allow	[illegible]	Telephone Allow	[illegible]	Income Tax TDS	[illegible]
Care Allow	[illegible]	Care Allow	[illegible]	Food Coupons	[illegible]
Food Coupons	[illegible]	Food Coupons	[illegible]	AIA	[illegible]
Bal Allowance	[illegible]	Bal Allowance	[illegible]		

Gross Pay	[illegible]	Gross Pay	[illegible]	Total Deductions	[illegible]

Net Pay	[illegible]

This is a system generated payslip and does not require signature and stamp

Hari Krishnan Sir Wsp

RollNo	Name	Branch	Section
18481A0418	BHATRAJU MUKUNDAPRIYA	ECE	A
18481A0420	BOPPUDI BHAVYA	ECE	A
18481A0429	CHEBATTINA MANASA	ECE	A
18481A0441	CHORAGUDI MAMATHA	ECE	A
19485A0401	ADUSUMILLI JYOTHIRMAI	ECE	A
19485A0404	GUDAVALLI MADHU LATHA	ECE	A
19485A0405	KONALA VANITHA	ECE	A
19485A0408	MUDDAM ANANYA	ECE	A
19485A0410	NARKETMILLI LAKSHMINAGA VENKATA SUSMITHA	ECE	A
18481A0483	GODAVARTHI ASHA	ECE	B
18481A0493	KANUMURI CHANDRA KALA	ECE	B
18481A0486	KURRALA MEGHANA	ECE	C
18481A04G3	MODUGUMUDI ARUNA	ECE	C
18481A04I6	SARIPALLI RENUSRI	ECE	D
18481A04J5	SHAIK SRAVANI	ECE	D
18481A04K8	THOKALA PRIYANKA	ECE	D
18481A04M7	YAKKATI JAYA SRI	ECE	D
18481A04N1	YARRAMSETTY NAGA LAKSHMI	ECE	D
18481A0205	AVISANA PRAVALIKA	EEE	A
18481A0225	DOKKU VARA LAKSHMI	EEE	A
19485A0219	MODUGUMUDI HARIKA	EEE	A
18481A0234	KALAPALA SIVA JYOTSNA	EEE	B
18481A0247	KORLAPATI GAYATHRI DEVI	EEE	B
18481A0256	MOKKALAKATHI POORNIMA	EEE	B
18481A0290	TURLAPATI SESHASAI SRILEKHA	EEE	C
18481A0297	UNNAM SRAVYA	EEE	C
18481A0294	VANAMALA GAYATHRI	EEE	C
18481A0352	SATTIPATI NINITHA	ME	B
19485A0315	BHEEMAVARAPU NAGA LAKSHMI	ME	B
19485A0318	PANDRAJU VIJAYA SRI	ME	B

List of students got Selected for YAMAHA in today's on-campus drive

8:06 pm

Infosys
Navigate your next

September 2, 2022

D44

ORD-57/1005144229/22-23

Mr. Yarlagadda Vikintha
Kotha Mantra,
Main Road, 4-105
Chalispalli-521130
India

Ph. +91-7670881322

Dear Yarlagadda,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
Mr. Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
infosys@infosys.com
www.infosys.com

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

Infosys
Navigate your next

HRD/108/188225/22-23

September 7, 2022

Mr. Yarlagadda Vikhitha
Kotha Nagaru,
Main Road, 4-105
Chalapalli-533130
India

Ph: +91-7670881322

Dear Yarlagadda,

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

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter):

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **21-Nov-2022.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, processes, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc., in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agree that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensatory damages amounting to Rs. 1,00,000/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall arise and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company.

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 28 (Twenty) working days of leave annually.

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

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

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 30% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

60% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 63,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 200** and fixed monthly contribution of **INR 250**.

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

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **System Engineer** is conditional upon your having fully completed your graduation/post graduation, without any active backlog papers and with a pass percentage not lower than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a System Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualifications mentioned by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Infosys
Navigate your next

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

_____
Sign your name

_____
Print your full Name Location

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bengaluru 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
info@infosys.com
www.infosys.com

Infosys
Navigate your next

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Varhagabba Vikhitha
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	11,000
BASIC FAR ALLOWANCES	4,170
BONUS / EX-GRATIA (10% of the eligible amount (20% of Basic Salary) being paid out as a monthly basis)	2,500
MONTHLY GROSS SALARY	**22,336**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 9% will be paid out in the end of the financial year after adjusting the advance (10%) paid out as a monthly basis)	100

3. RETIRAL BENEFITS	
PROVIDENT FUND - (12% of Basic Salary)	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS				
Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Installments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	1,000 (Without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loss allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loss allowance policy in that time.

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Infosys
Navigate your next

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Mr. Vorlagadda Vikhitha
DOJ	System Engineer
ROLE DESIGNATION	System Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	[illegible]
HAGAT DE ALLOWANCE	[illegible]
BONUS - 8.33 (VARIABLE 100% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	[illegible]
MONTHLY GROSS SALARY	**[illegible]**
2. ANNUAL COMPONENT	
BONUS: EX-GRATIA - (Balance 2% will be paid out in the end of the financial year after adjusting the advance 100% paid out on a monthly basis)	(-)[illegible]
3. BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	[illegible]
GRATUITY - 4.81% of Basic Salary*	[illegible]
FIXED GROSS SALARY (1+2+3)	**[illegible]**

4. INCENTIVE COMPONENTS	At an Indicative Payout of 8%	At Indicative Payout of 10%	At Indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,280	2,000	4,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 8% of FGS)			36,280
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)			37,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)			40,000

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	(2000 (without security)	Nil	12	Nil

All the above Benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same in the entitlement of the Company as per the relevant loan / loan allowance policy at that time.

*The gratuity amount set above is an approximate. Your eligibility and the final pay out of any Gratuity amount will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

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

18-4 MB
ECE-D
Vikitha Varlagadda

M

Fwd: Letter of Intent from Infinite Computer Solutions (India) Limited

1 Message

vikhitha varlagadda [illegible] Wed, 6 Jul 2022 at 9:15 am
To: [illegible]

---------- Forwarded message ----------
From: **after** [illegible]
Date: Fri 23 Oct, 2021, 2:11 PM
Subject: Letter of Intent from Infinite Computer Solutions (India) Limited
To: [illegible]
Cc: **Jayvardhan Chetty** [illegible], **Ramanika Singh** [illegible], **after** [illegible]

Dear Varlagadda vikhitha,

Greetings!!!

We are pleased to extend you a conditional **Letter of Intent** at Infinite Computer Solutions (India) Limited.

The Letter of Intent along with terms and conditions is enclosed for your reference. You are requested to acknowledge the email and send the signed scanned copy of it at the earliest.

For any further queries you may reach out to **Jayvardhan Chetty** by email [illegible] **or call on 8801231043**.

Regards

Human Resource

18-4 m8
ECE-D
Vikhitha
Yarlagadda

M

Fwd: Wipro Offer Letter

Inbox

vikhitha yarlagadda <vikhithayarlagadda321@gmail.com>
To: [illegible]@gmail.com

Wed, 6 Apr 2022, at 11:34 am

---------- Forwarded message ---------
From: **Wipro offer letter** <[illegible]>
Date: Fri 25 Mar 2022, 6:10 PM
Subject: Wipro Offer Letter
To: [illegible]

March 25, 2022

Dear **Yarlagadda Vikhitha,**

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/laptop, login to below mentioned acceptance link, **click on Accept → click on signature check box → Click on "Submit and Print" → Click on "web browser" → ctrl+P → save as.pdf → save → select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: vikhithayarlagadda321@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [illegible]

Thanks and Regards,
Campus Offer Generation Team
Global Campus Hiring Team Wipro Limited

This message was sent to [illegible]@gmail.com. If you don't want to receive these emails from this company in the future, please go to [illegible]

Cognizant

COGNIZANT TECHNOLOGY SOLUTIONS INDIA PRIVATE LIMITED
PROPRIETARY RIGHTS AND NONDISCLOSURE AGREEMENT
TERMS AND CONDITIONS OF INTERNSHIP

In consideration of the internship of the undersigned ("Intern") by Cognizant Technology Solutions India Private Limited (the "Company"), and as a condition of continued internship, Intern agrees as follows:

1. OWNERSHIP AND NON-DISCLOSURE OF PROPRIETARY INFORMATION

The Intern acknowledges that all Proprietary Information, as defined below, is the exclusive property of the Company or the party that disclosed or delivered the same to the Company.

Specifically, Intern agrees that all Proprietary Information developed as a direct or indirect result of the Intern's efforts during any period of internship with the Company shall be and shall remain the exclusive property of the Company, and the Intern shall have no ownership interest therein. To the extent Intern may have any interest in such developed Proprietary Information, Intern assigns such interest to the Company. While during the period of internship with the Company and subsequently for a period of three (3) years from the disengagement from the Company the Intern shall not use or disclose any Proprietary Information, directly or indirectly, except as authorized by the Company in connection with Intern's assigned duties.

Notwithstanding the foregoing, Intern shall not in any time use or disclose, directly or indirectly, any of the Proprietary Information Constituting Trade Secrets of the Company, as defined below, except as authorized by the Company in connection with Intern's assigned duties.

2. DEFINITIONS

Proprietary Information, as referred to herein, includes all of the following information and material, whether or not reduced to writing:

i. Partial or not patentable, the Intern during any period of internship with the Company has access to or develops in whole or in part as a direct or indirect result of such internship or through the use of any of the Company's facilities or resources:

i. Application, operating system, communication and other computer software, including without limitation all source and object code, flow charts, algorithms, coding sheets, routines, sub-routines, compilers, assemblers, design concepts and related documentation and manuals;
ii. Production processes, marketing techniques, purchasing information, fee lists, licensing policies, quoting procedures, financial information, employee names and job descriptions, customer and prospective customer names and requirements, data and other information or material relating to the manner in which any customer, prospective customer of the Company do business;
iii. Discoveries, concepts and ideas (including but not limited to the nature and results of research and development activities), processes, formulae, techniques, "know-how", designs, drawings and specifications;
iv. any other information or material relating to business or activities of the Company which is not generally known to others engaged in similar business or activities;
v. all inventions and ideas which are derived from or relate to Intern's access to or knowledge of any of the information or material described herein; and
vi. Any information of raw materials described herein which is the property of any other person or firm which has revealed or delivered such information or material to the Company pursuant to a contractual relationship with the Company or otherwise the owners of the Company's business. "Proprietary Information" shall not include any information or material of the type described herein to the extent that such information or material is or becomes publicly known through no act on Intern's part. "Trade Secrets" is preferred herein, include all of the information and material described in paragraphs (i), (ii), (iii), (iv), (v) and (vi). The failure to mark any of the Proprietary Information as confidential shall not affect its status as Proprietary Information or Trade Secrets.

3. RECORDS

All notes, copy, reference material, sketches, drawings, memoranda and records in any way relating to any of the Proprietary Information or the Company's business shall belong exclusively to the Company, and at request of the Company or, in the absence of such a request, upon the termination of the Intern's internship with the Company, Intern agrees to turn over to the Company all such materials and copies thereof in Intern's possession.

4. INJUNCTIVE RELIEF

Because of the valuable and unique nature of Proprietary Information, Intern understands and agrees that the Company shall suffer irreparable harm if the Intern breaches any of the Intern's obligations under this Agreement and that monetary damages shall be inadequate to compensate the Company for any breach thereof, accordingly, Intern agrees that, in addition to any other remedies or rights, the Company shall have the rights to obtain an injunction to force the terms of this agreement.

5. PREVIOUS EMPLOYER

Intern represents that the Intern's performance as an Intern of the Company will not breach any previous employment agreement for any agreement to keep in confidence any trade secret, confidential or propriety information of a former employer. Intern has not brought any trade secrets, confidential or propriety information of a former employer to the company. Intern will not disclose nor use in the performance of Intern's work with the Company any trade secrets, confidential or authorization from the former employer.

6. NON-SOLICITATION AND NON-COMPETE

Until two (2) years after the termination of internship with the Company, Intern will not solicit or otherwise encourage others to leave the Company's employment.

Until two (2) years after the termination of internship with the Company, Intern will neither directly or indirectly solicit business from competitors or clients of the Company.

Cognizant

7. GENERAL:-

This document contains the entire understanding between the Company and Intern with respect to its subject matter. It may not be extended, revised, modified, supplemented, or otherwise changed except by written agreement signed by both Intern and President & Chief Operating Officer of the Company. A waiver of the Company of any right or provision under this Agreement shall not operate or be construed as a waiver of such right or provision at any other time. If a court finds a portion of this Agreement unenforceable, such finding shall not affect enforcement of the other portions of this Agreement. Any portion found to be unenforceable shall be construed to be retained in extent as far as is enforceable. This Agreement shall inure to the benefits of and may be enforced by the successor and assigns of the Company. This agreement is entered into under the laws of India and shall be governed by the laws of such country.

Intern agrees that this agreement is not confidential, and that the Company may, during the term of Intern's internship with the Company and thereafter, provide copies of this Agreement to the others, including the Company customers or parent or customers, persons, or entities which may employ, do business with, or consider employing or doing business with Intern in the future.

I have read, understood and agree to the above.

Name: Tarunaveti Mohana Raga Sri Rama Krishna | Date of Joining: 2022-02-26

Details of Witness

Name: Sowmya Mahalingam

Designation: Associate Director - HR

Signature:

✓ I Tarunaveti Mohana Raga Sri Rama Krishna hereby agree that I have understood the terms and conditions of the current document accepted electronically on Feb 1 2022 13:19 (GMT) effective from 2022-02-26.

Cognizant

D 46

(31)

LEARNING

16-Jan-2022

Naga Pavan Yarramsetti
B.Tech Electronics & Communication Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Naga Pavan Yarramsetti,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, DME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT roles as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

COGNIZANT TECHNOLOGY SOLUTIONS INDIA PRIVATE LIMITED
PROPRIETARY RIGHTS AND NONDISCLOSURE AGREEMENT
TERMS AND CONDITIONS OF INTERNSHIP

In consideration of the internship of the undersigned ("Intern") by Cognizant Technology Solutions India Private Limited (the "Company"), and as a condition of continued internship, Intern agrees as follows:

1. OWNERSHIP AND NON DISCLOSURE OF PROPRIETARY INFORMATION

The Intern acknowledges that all Proprietary Information, as defined below, is the exclusive property of the Company or the party that discloses or delivers the same to the Company.

Specifically, Intern agrees that all Proprietary Information developed as a direct or indirect result of the Intern's efforts during any period of internship with the Company shall at and shall remain the exclusive property of the Company, and the Intern shall have no ownership interest therein. To the extent Intern may have any interest in such developed Proprietary Information, Intern assigns such interest to the Company. While during the period of internship with the Company and subsequently for a period of three (3) years from the disengagement from the Company the Intern shall not use or disclose any Proprietary Information, directly or indirectly, except as authorized by the Company in connection with Intern's assigned duties.

2. DEFINITIONS

Proprietary Information, as referred to herein, includes all of the following information and material, whether or not reduced to writing and whether or not patentable, the Intern during any period of internship with the Company has access to or develops in whole or in part as a direct or indirect result of such internship or through the use of any of the Company's facilities or resources:

i. Applications, operating system, communication and other computer software, including without limitation all source and object code, flow charts, algorithms, coding sheets, machines, sub-routines, compilers, assemblers, design concepts and related documentation and manuals;
ii. Production processes, marketing techniques, purchasing information, fee lists, licensing policies, quoting procedures, financial information, employee market and job descriptions, customer and prospective customer names and requirements, data and other information or material relating to the manner in which any customer, prospective customer of the Company do business;
iii. Discoveries, concepts and ideas (including but not limited to the nature and results of research and developments), inventions, formulae, techniques, "know-how", designs, drawings and specifications;
iv. Any other information or material relating to business or activities of the Company which is not generally known to others engaged in similar business or activities;
v. All inventions and ideas which are derived from or relate to Intern's access to or knowledge of any of the information or material described herein; and
vi. Any information of the materials described herein which is the property of any other person or firm which has revealed or delivered such information or material to the Company pursuant to a contractual relationship with the Company or otherwise the scope of the Company's business. "Proprietary Information" shall not include any information or material of the type described herein to the extent that such information or material is or becomes publicly known through no act on Intern's part. "Trade Secrets", as jointly used herein, include all of the information and material described in paragraphs (i), (ii), (iii), (iv), (v) and (vi). The failure to mark any of the Proprietary Information as confidential shall not affect the status as Proprietary Information or Trade Secrets.

3. RECORDS

All notes, data, reference material, sketches, drawings, memoranda and records in any way relating to any of the Proprietary Information or the Company's business shall belong exclusively to the Company, and at request of the Company or, in the absence of such a request, upon the termination of the Intern's relationship with the Company, Intern agrees to turn over to the Company all such materials and copies thereof in Intern's possession.

4. INJUNCTIVE RELIEF

Because of the valuable and unique nature of Proprietary Information, Intern understands and agrees that the Company shall suffer irreparable harm if the Intern breaches any of the Intern's obligations under this agreement and that monetary damages shall be inadequate to compensate the Company for any breach thereof. Accordingly, Intern agrees that, in addition to any other remedies or rights, the Company shall have the rights to obtain an injunction to force the terms of this agreement.

5. PREVIOUS EMPLOYER

Intern represents that the Intern's performance as an intern of the Company will not breach any previous employment agreement nor any agreement to keep in confidence any trade secret, confidential or proprietary information of a former employer. Intern has not brought any trade secrets, confidential or proprietary information of a former employer to the company. Intern will not disclose nor use in the performance of Intern's work with the Company any trade secrets, confidential or authorization from the former employer.

6. NON SOLICITATION AND NON COMPETE

Until two (2) years after the termination of internship with the Company, Intern will not solicit or otherwise encourage others to leave the Company's employment.

Until two (2) years after the termination of internship with the Company, Intern will neither directly or indirectly solicit business from competitors to or clients of the Company.

Cognizant

This document contains the entire understanding between the Company and Intern with respect to its subject matter. It may not be extended, varied, modified, supplemented, or otherwise changed except by written agreement signed by both Intern and President & Chief Operating Officer of the Company. A waiver of the Company or any right or provision under this Agreement shall not operate or be interpreted as a waiver of such right or provision at any other time. If a court finds a portion of this Agreement unenforceable, such finding shall not affect enforcement of the other portions of this Agreement. Any portion found to be unenforceable shall be construed to be reformed to extend as far as is enforceable. This Agreement shall inure to the benefits of and may be enforced by the successor and assigns of the Company. This agreement is entered into under the laws of India and shall be governed by the laws of such country.

Intern agrees that this Agreement is not confidential, and that the Company may, during the term of Intern's internship with the Company and thereafter, provide copies of this Agreement to the others, including the Company customers or potential customers, persons, or entities which may employ, do business with, or consider employing or doing business with Intern in the future.

I have read, understood and agree to the above.

Name	Vaga Pavan Venkatesh	Date of Joining	2022.02.26

Details of Witness

Name	Kumar Mahalingam
Designation	Associate Director - HR

Signature

✓ I Vaga Pavan Venkatesh hereby agree that I have understood the terms and conditions of the current document accepted electronically on Feb 1 2022 12:43 (GMT) effective from 2022.02.26.

Hari Krishnan Sir Wsp

RollNo	Name	Branch	Section
19481A0418	BHATRAJU MUKUNDAPRIYA	ECE	A
19481A0420	BOPPUDI BHAVYA	ECE	A
19481A0429	CHEBATTINA MANASA	ECE	A
19481A0441	CHORAGUDI MAMATHA	ECE	A
19485A0401	ADUSUMILLI JYOTHIRMAI	ECE	A
19485A0404	GUDAVALLI MADHU LATHA	ECE	A
19485A0405	KONALA VANITHA	ECE	A
19485A0408	MUDDANI ANANYA	ECE	A
19485A0410	NAKKETIMILLI LAKSHMINAGA VENKATA SUSMITHA	ECE	A
19481A0493	GODAVARTHI ASHA	ECE	B
19481A0491	KANUMURI CHANDRA KALA	ECE	B
19481A0486	KURRALA MEGHANA	ECE	C
19481A0402	MODUGUMUDI ARUNA	ECE	C
19481A0416	SARIPALLI RENUSRI	ECE	D
19481A0435	SHAIK SRAVANI	ECE	D
19481A0408	THOKALA PRIYANKA	ECE	D
19481A0407	YAKKATI JAYA SRI	ECE	D
19481A0401	YARRAMSETTY NAGA LAKSHMI	ECE	D
19481A0205	AVISANA PRAVALLIKA	EEE	A
19481A0225	DOKKU VARA LAKSHMI	EEE	A
19485A0218	MODUGUMUDI HARIKA	EEE	A
19481A0234	KALAPALA SIVA JYOTSNA	EEE	B
19481A0247	KORLAPATI GAYATHRI DEVI	EEE	B
19481A0258	MOKKALABATHI POORNIMA	EEE	B
19481A0290	TURLAPATI SESHASAI SRILEKHA	EEE	C
19481A0292	UPPAM SRAVYA	EEE	C
19481A0294	VANAMALA GAYATHRI	EEE	C
19481A0352	BATTIRATI NIKITHA	ME	B
19485A0315	BHEEMAVARAPU NAGA LAKSHMI	ME	B
19485A0318	PANDRAJU VIJAYA SRI	ME	B

List of students got Selected for YAMAHA in today's on-campus drive

8:06 pm

Cognizant

Roll : 18H81A0561

07-Jan-2022

Abdul Haleem
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Abdul Haleem,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

APPOINTMENT LETTER

February 3, 2022

Dear Adapa Sai Niharika,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

I Adapa Sai Niharika, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.

ANNEXURE III

SALARY OFFER SHEET

Name: Adapa Sai Niharika

Position: Project Engineer **Career Group: TRB – II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,679
HRA	5,833
Bonus	2,334
Wipro Benefits Plan (WBP)	4,049
Total Fixed Cash	**24,895**
PF (Employer Contribution)	1,800
Gratuity (8.33% of Basic)	400
Total Fixed Compensation	**27,195**
Other Compensation Benefits	
Health benefit (Medical)	900
Variable Pay	
Target Variable Pay	1,450
Target Cost to Company per month	**29,147**
Total Cost to Company per annum	**3,88,004**

"Notional sum indicating contribution of 8.33 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Chadless interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Chadless interest free contingency loan of least of Rs. 50,000/- and 3 months gross towards housing deposits on illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum

ANNEXURE – IV

UNISOFT

1845 IN0303

EMPLOYMENT OFFER

Date: 14 February 2022

Dear Ms. Akunuri Sandhya Rani,

After your interview, we are pleased to inform you that you have been selected for the post of **Software Engineer** at our organization with the following terms:

1. Your reporting date is **27th March 2021**. Your base location will be Hyderabad but you are required to travel anywhere as per the project requirements.
2. You will be under an employment contract of 3 years (36 Months).
3. You will submit all the original certificates of your graduation to the company.
4. Your compensation will be as follows:

Period	Title	Compensation
0-6 months	Trainee S/W Engineer	60,000 per month
7-12 months	S/W Engineer- 1	67,000 per month
13-30 months	S/W Engineer- 2	85,000 per month
From 31st month	Technical Consultant	95,000 per month

5. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 36 months by paying INR 5,00,000 towards the training expenses company would have incurred.
6. The working hours of the office are Monday to Saturday 8:30 AM to 5:30 PM. All public holidays will be declared at the beginning of the year.
7. Your will not take any leaves during the first 6 months of your employment.
8. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Jaba P R

Manager - Recruitment

Unisoft Global Services Pvt Ltd
#111/2, 2nd Floor, 11th Cross, Mangalore Road, Malleshwaram, Bangalore 560003

Ref: 0021500_8110339996

Dated: January 6, 2022

To
Eswar Akuri

Sub: Offer of Employment

Dear Mr. Eswar Akuri,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is

attached herewith as in Annexure

-A. The terms and conditions of

employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

Annexure – A

Name: Eswar Arun
Designation: Jr. Software Engineer
Grade: G5

Component	Annual Gross (INR)	
Basic	150000	Base salary component
Customized Allowance Pool*	166725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans
Bonus	18000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367725	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident Insurance	8864	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/- Please refer to policy
Total Cost to Company	408864	

Cognizant

15-Jan-2022

Allam Keerthi
B.Tech Computer Science
Godavaricu Engineering College, Godavaricu

Dear Allam Keerthi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

stipend and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictly confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sivakumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1848140506

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Mr. ALOKAM BHAVYA,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various mutually related policies and guidelines of the organization.

Your salary will be **Rs.4.06 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64523424.
www.lvglobalsolutions.com

Roll no: 1848105 (9)

wipro

APPOINTMENT LETTER

January 24, 2022

Dear Shubham Negi,

Welcome to Wipro Limited ("Company"). Wipro is pleased to offer you appointment as Project Engineer. The terms of your employment with the Company is hereinbelow. Please be informed that the terms may be modified pursuant to changes in the Company policy, conveyed from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and division. Unless notification is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, as and when deemed by the Company, may from time to time determine, in such manner, as you be governed by the terms and conditions of service applicable to the new employment including compensation, working hours, holidays, leave, provident fund etc.

e. We provide support to our global customers through various Centers located in India as per customer requirements by operating 24x7. You shall be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and preferences of customers.

f. This offer of appointment is subject to your successful completion of all pre-hire requirements as laid down by the communication sent to you, in terms of the engagement letter and the requirements, including signature, submitted by the company for your role and any other criteria specified by the Company in terms of your educational qualifications including the date of application.

g. This copy of the letter has signed for you, has to be immediately submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure 1A - Salary Offer Letter.

b. Variable Pay - The details of the compensation are fixed in Annexure 1A. The Variable Pay amount is subject to change or modified in such a manner deemed from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and amended to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your individual performance and the performance or results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your tenure and location of posting.

b. Perquisites, if any, as applicable to your tenure and division and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the profiles applicable to your band and division.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Group Medical Insurance Scheme (GMS) provided you are not covered under the scheme of the Group.

f. Employee Benefits Program administered and administered by the Company for management employees, comprising (1) benefit plan in generally other as group benefit plan and (2) personal injury benefits.

g. Please refer to the internal policies in the Company's intranet portal i.e. employee.wipro.com.

4. Responsibilities:

a. In view of your position and offices you would be expected to perform all responsibilities effectively, diligently and in the best of your ability and devote in results. There may be times when you will be expected to work extra hours or perform the above when the job requires. At no times, you are required to engage in activities that have an adverse impact on the reputation, image and good name of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes. In which case, you will be eligible for reimbursement of travel expenses as per the Company's policy applicable to you.

c. Title and Self Initiated Employee Resignation: In all aspects of the Company's functioning, you are required to comply with all the applicable policies of the Company, including the code of conduct and ethics, Code of Business Conduct and Ethics, and in all circumstances of the terms of your employment with Wipro. Consequently, you are required to consistently play honest and fair business dealings and deals and to comply with the same. These Policies are provided / made available to you from time to time and may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with Company policy, and subject to revocation or termination of any stock that could potentially result in the creation of the Policies, you may receive or other equity awards or other incentives, as determined by the Company in its sole discretion. Such awards and grants will be subject to the terms and conditions of the Company's Equity Incentive Plan, Wipro and applicable stock option and other agreements.

5. Separation and Transfer:

a. You are required to complete your notice period as per the terms of your offer letter and / or as per the applicable policy, including and subject to the Company's discretion, in the event of your resignation, termination, retirement, resignation, or other separation from employment with the Company.

b. The Company reserves the right to terminate your employment with the Company, without cause, upon giving you notice of such termination, or payment in lieu thereof, in accordance with the terms of your employment with the Company.

ANNEXURE-II

SALARY OFFER SHEET

Name: [illegible]

Position: Project Engineer

Joining Bonus: [illegible]

You shall receive salary as under series

COMPONENTS	AMOUNT (INR)
Basic	[illegible]
HRA	[illegible]
Bonus	[illegible]
Wage Benefit Fund (WBF)	[illegible]
Total Fixed Sum	**[illegible]**
PF Employer Contribution	[illegible]
Gratuity (3.31% of Basic)	[illegible]
Total Fixed Compensation	**[illegible]**
Other Compensation Benefits	
Health benefit (Medical)	[illegible]
Variable Pay	
Target Variable Pay	[illegible]
Target Cost to Company per month	[illegible]
Total Cost to Company per annum	[illegible]

Separate work managing contribution of [illegible] % of your basic towards provision of Gratuity. Simultaneously will be eligible for payment of gratuity as per the Wages Act by the same.

Apart from the monthly salary components, Present Employee are also entitled to the following various Company Benefits to help you manage during emergency

a. Group Personal Accident cover of Rs. [illegible] covering death by accident or partial disability of a fatal accident
b. Group Medical Insurance coverage for sum of amount of Rs. [illegible] and a monthly group Gratuity including Bonuses or drugs, check-in consultation fees or self-medication
c. Medical reimbursement of Rs. [illegible] per annum for individuals who are not covered under the GMI scheme
d. Medical Insurance Coverage up to Rs. [illegible] per annum

ANNEXURE – III

Bonus Details

In addition to the above remuneration package, you will be entitled for a special bonus in the form of non cash. This bonus is performance based and will be credited to your salary after 12 months from the date of joining. The bonus will be paid only upon the achievement of specified milestones and will be subject to applicable taxes and withholdings.

Year	Bonus
End of 6 months	[illegible]
End of 18 months	[illegible]
End of Year 2	[illegible]
End of Year 3	[illegible]

Please note the terms and conditions:

1. The specified bonus is subject to:
   a. Your being "active" at the services of the company through to payment date as applicable
   b. Your employment not being terminated for cause (performance or for cause) prior to receiving bonus
   c. Your failure not resigned voluntarily or abandoned your job as of the relevant date
2. Please note that this is subject to your meeting mandatory performance criteria. If the performance criteria are not fulfilled, you will not be eligible to receive the bonus. This bonus is discretionary and decided by you.
3. The gross bonus amount (net) will be recovered in case you leave the organization before completing of two years. This will be applicable to all 3 instances of bonus payment.
4. In the event of your resignation or a decision to end your notice period, at the time of bonus crediting, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate as per company policy.
5. The management reserves the right to make changes to the program at any time during the year. In the event of any modifications or amendments, the management reserves the right to withdraw the bonus payment in its sole and binding.
6. You shall keep the contents of this letter confidential.

ANNEXURE – IV

[illegible]

virtusa

Eswar

Eswar Sumanth Tedla

8134129

IB481A0510

iBASE Solutions

Dated : 18-11-2022

Ref. No: 2022-23/11/3123
Dear Mr. ANNAPUREDDY GOVARDHAN REDDY

CONDITIONAL OFFER LETTER

Greetings from i Base Solutions:

We are pleased to offer you "Web Development Engineer" at "i Base Solutions" starting from 28th November 2022. During this period, you will be reporting to selected representative of the company for the due responsibilities mentioned on the joining date.

Terms & Conditions:

You will be compensated 400000/- per Year. You will be paid in accordance with the Company's normal payroll practices.
You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. In addition to the duties that were outlined during your work, you shall perform such other duties as are customarily associated with such position and as the CEO, or its authorized representative may ask for from time to time require.

Please note that your work with the company constitutes "at-will" employment. This means, that our employment relationship may be terminated at any point of time subject to your performance.

To indicate your acceptance, please acknowledge this email with your consent.

With Best Wishes,

Sindhu Sathavelli
HR Manager

Registered office: i Base Solutions, 452-45/5, 9 Lane, Silinagar Colony,
Panjagutta, Hyderabad.

1848 | Ar 8.11
Annavarapu Ravi

zensar

Ref: 0001550_5/1639649

Dated: January 8, 2022

To
Ravi Annavarapu

Sub: Offer of Employment

Dear Mr. Ravi Annavarapu,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartfelt congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure: A.

The terms and conditions of employment are in Annexure–B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An RPG Company

[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

zensar

Annexure A

Name: Ravi Annavarapu
Designation: Jr. Software Engineer
Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customised Allowance Pool*	169728	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the Basic, as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367728	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400003	
Group Personal accident Insurance	6804	Sum insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,50,000/- P.A.
Term Life Insurance		Sum Insured is Rs. 5,00,000/. Please refer to policy
Total Cost to Company	406804	

[illegible] Company

[illegible]

18481A0512

EMPLOYMENT OFFER

Date: 18th July 2023

Dear Ms. Arigi Anoosha,

After your interview, we are pleased to inform you that you have been selected for the post of Trainee Software Engineer at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff Training at iPrism. As such we are pleased to offer you the position of Trainee – Software Engineer and you will be reporting to the Manager or to whomsoever the Company deems fit to be your supervisor.

Terms and Conditions:

8. Your reporting date is 19th July 2023. Your base location will be Hyderabad but you are required to move anywhere as per the project requirements.
9. You will be under an employment contract of 2 years (24 Months).
10. You will submit all the original certificates of your graduation to the company.
11. Your compensation will be Rs.4.20 Lakh per annum.
12. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 36 months by paying INR 5,00,000 towards the training expenses company would have incurred.
13. The working hours of the office are Monday to Saturday 8:00 AM to 4:00 PM.
14. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Sahil V B

Manager - Recruitment

iPrism Technologies Pvt Ltd,
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033

1848 1A0513

phenom people

Date: January 24, 2022

To,
Mr. Venkata Pavan Kalyan Athukuri,
Hyderabad.

Subject: Internship

Dear Mr. Venkata Pavan Kalyan Athukuri,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 03, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

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

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for **PhenomPeople Pvt Ltd.**

A.V. Pavan Kalyan
A.V.Pavan Kalyan (Jan 25, 2022 20:15 GMT+5.5)

Shiv Thakur
Sr. Manager - Human Resources

Plot No.5 & 6, M.P.Tech Park, White Fields Road, Opp. Ramalayam, Ramlapur, Hyderabad
Telangana 500084 Tel: +91 40 2371 9807 Fax: 040 2918 7132
Web: www.phenompeople.com

Pheronpeople

Pheronpeople Private Limited

[illegible]

18081405 13

Payslip for the month of September - 2022

Name	Venkata Pavan Kalyan Abburi	Employee No	[illegible]
Joining Date	09 Jan 2022	Bank Name	
Designation	Product Development Engineer I	Bank Account No	
Department	Platform Engineering	PAN Number	
Location	Hyderabad	PF No	
Effective Work Days	30	PF UAN	
LOP	0		

Earnings	Amount	Deductions	Amount
BASIC	55,333.00	PF	1,920.00
HRA	27,333.00	PROF TAX	200.00
SPECIAL ALLOWANCE	3,858.00	INCOME TAX	2,106.00
EMPLOYER PF	1,920.00	EMPLOYER PF DED	1,920.00
PBP	14,917.00		
Total Earnings	**[illegible]**	**Total Deduction**	**[illegible]**

Net Pay for the month : **[illegible]**

(Rupees Forty Thousand Two Hundred Sixty One Only)

TDS Details

Description	Gross	Exempt	Taxable
BASIC	[illegible]		[illegible]
HRA	[illegible]	[illegible]	[illegible]
SPECIAL ALLOWANCE	[illegible]		[illegible]

Deduction Under Chapter VI-A	
Life Insurance Premium	[illegible]
PF	[illegible]

Income Tax Deduction	
Income after Section 10 Exemption	[illegible]
Professional Tax	[illegible]
Standard Deduction	[illegible]
Total VI-A Deduction	[illegible]
Taxable Income	[illegible]
Total Tax	[illegible]
Education Cess	[illegible]
Tax Deducted (Previous Employer)	[illegible]
Tax Deducted TDS Date	[illegible]
Tax to be Deducted	[illegible]
Monthly Proposed Tax	[illegible]

Tax Paid Details

APR	MAY	JUN	JUL	AUG	SEP
				[illegible]	[illegible]
OCT	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**

Remarks:

This is a system generated Pay Slip and does not require a signature

Print Date:07 Oct 2022, 05:30 PM

18421AD513

phenom people

Venkata Pavan Kalyan Athukuri
IM1199

1848 MOSTY

iPrism Technologies

EMPLOYMENT OFFER

Date: 16th July 2022

Dear Ms. Atluri Nishkala,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organisation. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff fraternity at **iPrism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomsoever the Company deems fit to be your supervisor.

Terms and Conditions:

1. Your reporting date is **15th July 2022**. Your base location will be Hyderabad but you are required to travel projections as per the project requirements.
2. You will be under an employment contract of 3 years (24 Months).
3. You will submit all the original certificates of your graduation to the company.
4. Your remuneration will be **Rs.4,00,000/-** per annum.
5. You will sign an agreement to serve the full period of the contract. You may not have the company before the completion of 24 months by paying INR 6,00,000 towards the training expenses company would have incurred.
6. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
7. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Firmal V.R

Manager - Assessment

iPrism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

1848 M0516

NALINSOFT

APPOINTMENT ORDER

October 03, 2022

To

Mr. Atmuri Trinadh Kumar,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of

Assistant Software Engineer in our Organisation, Your Employee ID: NS011321.

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 350000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

For

Sincerely,

NALIN SOFT TECHNOLOGIES
6-3-847/175, 2nd Floor, Dwarakapuri Colony, Punjagutta, Hyderabad, Telangana, India- 500082
Email: hr@nalinsoft.com

1848180513

wipro

APPOINTMENT LETTER

February 6, 2023

Dear Krishna Avantgadda,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification.

b. processing my job application including background verification checks.

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Krishna Avenigadda

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,070
HRA	6,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	883
Variable Pay	
Target Variable Pay	1,438
Target Cost to Company per month	**28,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs.20oc per annum.

ANNEXURE - IV

Bonus Details

13481A0512

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022.

Greetings!

Dear **Ms. AVURU VASAVI VENKATA NAGA DURGA,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad**. Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive

MAPLE Software Private Limited
D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002

1845 (A0519

DHUNIS

IT INNOVATION For Your Ideas

STRICTLY PRIVATE & CONFIDENTIAL

Date :- 14-11-2022

To

BADDETI SIVARANJANI

APPOINTMENT LETTER

Dear Ms. BADDETI SIVARANJANI,

This has reference to your application and the subsequent discussions you had with us. **28-11-2022** on the following terms and conditions:

1. **Position:** You are being appointed as **"Module Lead"**.
2. You will initially be based at **Visakhapatnam.**
3. Your appointment is subject to your being medically fit at all times.
4. **Compensation and Benefits:** You will receive compensation of 5,50,000- per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.
5. **Posting & Transfer:** Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.
6. We assure you of our support for your professional development and growth.

Dhunis Technologies Pvt.Ltd.

Authorised Signatory

1/2C, HIG-741, Sri Sai Surya Complex, Visakhapatnam, A.P, India.

B. Sree Harsha
18481A0520

Mindtree
A Larsen & Toubro Group Company

Date:07-Jan-2022

To

Badithala Sreeharsha
INDIA

Dear Badithala Sreeharsha,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade ET subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backing (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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

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. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you in transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

B. Sree Harsha

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : **Badibhala Sreekarthe**

Salary Grade : **C1**

Designation : **ENGINEER**

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,[illegible]
Provident Fund	21,[illegible]
Gratuity	5,[illegible]
Insurance Benefits*	[illegible]
Allowance in Lieu of Reimbursement	61,[illegible]
Annual Gross	**[illegible]**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,000**

* 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.

B. Sree Lakshmi

TATA

18/10/2021

Offer: Computer Consultancy
Ref: TCSL/CT20213763205/Hyderabad
Date: 31/10/2021

Mr. Shiva Venkata Bandaru
D.No : 6-147, Main Road, RompacharlaMain Road,
Near School,
Guntur-522617,
Andhra Praesh,
Tel# -

Dear Shiva Venkata Bandaru,

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
Onccampark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2223 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicetime: 1800 209 3173 Email: consultancy.com

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Shiva Venkata Bandaru**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Gudlavalleru Engg. College, A.P**

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	1,950
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,38,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCS defined Structure. In case, you wish not to restructure your Bill, TCS 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 HSI - Note that Rs. 750/- if the employee is Single, if the employee is married or married with Children than Rs. 1,950/- 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: TCS defined structure for Bill (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
Gleneagles Park, 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 is a Tata Company. Tata Sons Limited owns 74.01% Equity Shares of TCS

1849149052L

meltag

OFFER LETTER

08th September 2022

Ref: 2022-23/943/MASE1125

Dear Ms. BANDI BHARGAVI

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.4.00 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

1848140523

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137490S8/Hyderabad
Date: 16/10/2021

Ms. Srilatya Naga Venkata Sai Syamala Batchu
Opposite Andhra Bank,Main Road,KakaluruMain Road,
Gandhibommacenter,
Kakaluru-521333,
Andhrapradesh.
Tel# 91-8293926209

Dear Srilatya Naga Venkata Sai Syamala Batchu,

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 &

Deck 5 Software Inc.

Dated: November 7, 2022

Dear Bollu Harish Chandra,

With reference to your interview on November 4, 2022, we are happy to inform that you are selected for the profile of **Software Developer** in our company. You will get an annual CTC of **INR: 7,20,000 / annum.** This amount also includes all fixed and variable salary components. You are expected to join our company on November 28, 2022. (Reporting Time: 10:00 AM) for further joining formalities. Therefore, you must bring below mentioned original copy (will be returned) of documents along with photocopies.

List of documents required at the time of joining

- 2 latest passport size photographs
- Government ID proof (Photocopy + Original for reference)
- Address Proof (Photocopy + Original for reference)
- 10th, 12th, Graduation and Post Graduation (if any) education certificates (Photocopy + Original for reference only)
- Additional qualification certificate photocopies (if available)
- Also bring previous work experience and relieving letters (Photocopy + Original for reference)

Joining Location

Deck5 Software Inc

B 88, Sector 63, Himayath Nagar

Hyderabad, Telangana, India

Authorized Signatory

Signature

184816/ACP526

Cognizant

10-Apr-2022

Dear Rakshita Batra,
B.Tech, Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 10757840

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 **401,000/-**. This includes an annual target incentive of INR **22,000/-** as well as Cognizant's contribution of INR **10,000/-** 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 **455,000/-**. This includes an annual target incentive of INR **22,000/-** as well as Cognizant's contribution of INR **10,000/-** 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 policies 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.

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

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 15 days 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 require.

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

At Cognizant, we invest in skill and capability development of our campus patents even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

Cognizant

15-Jan-2022

Rishitha Battu
B.Tech Computer Science & Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Rishitha Battu,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Vaya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

INFINITE COMPUTER SOLUTIONS (INDIA) LIMITED

[illegible]

18481AD527

Payslip for the month of November 2022

Name:	Kurt Bhargavi	Employee No:	[illegible]
Date of Joining:	18 Aug 2022	Bank Name:	HDFC
Designation:	Associate Software Engineer	Bank Account No.:	[illegible]
Department:	Technical	PAN No.:	[illegible]
Location:	Bangalore	UAN No.:	[illegible]
Effective Work Days:	30	PF No.:	[illegible]
LOP:	0		

Earnings	Amount	Deductions	Amount
BASIC	15000	PF	[illegible]
NON-PRF HRA	7500	PROF TAX	[illegible]
NON-PRF EDU ALL	200		
NON-PRF OTHER ALL	4774		
ADVANCE STATUTORY BONUS	3000		
Total Earnings (Rs.):	22474	**Total Deductions (Rs.):**	[illegible]

Net Pay for the month : **[illegible]**

(Rupees Twenty Thousand Four Hundred Seventy Four only)

This is a system generated payslip and does not require signature

1549140538
Bhimavarapu Umakanth

Cognizant

01-Jan-2022

Umakanth Bhimavarapu
B.Tech Computer Science & Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Umakanth Bhimavarapu,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

Cognizant

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you great luck

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sivakumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above

Signature: **Date:**

184 81 A0528

cognizant

Umakanth
Bhimavarapu

Update Image

2153455

Emergency Contact
9866809569

Cognizant Technology
Solutions India Pvt. Ltd

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	

[illegible]

[illegible] Health & Safety Guidelines for Visitors to Cognizant Premises:

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Emergency Contact:

- [illegible]
- [illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	

[illegible]

Cognizant

1848140528

11-Apr-2022

Dear Umakanth Bhiravarapu,
B.Tech, Computer Science & Engineering
Godavaritiri Engineering College, Gudibandiry,

Candidate ID – 19629145

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 **4lpt.(INR)**. This includes an annual target incentive of INR **22,000** /- as well as Cognizant's contribution of INR **15,000**/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your achievement. In addition, there will be an one time skill bonus of INR **30,000**/- given based on your skill proficiency. The other details about your compensation are included 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 **4lpt.(INR)**. This includes an annual target incentive of INR **22,000**/- as well as Cognizant's contribution of INR **15,000**/- 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 policies 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.

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

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) and no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 15 days 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 (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

18121A0529

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137497778/Hyderabad
Date: 16/10/2021

Ms. Vasanthi Bolla
5-35Machinenipalem,
Machinenipalem,
Vijayawada-521402,
Andhra Pradesh.
Tel# 91-7013199602

Dear Vasanthi Bolla,

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.66,000** 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 6067 2000 Fax: 91 40 6067 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Helpline: 1800 209 3111 Email: careers@tcs.com

1848 M0531

meltag

OFFER LETTER

05th September 2022

Ref: 2022-23/943/MASE1126

Dear Mr. BONDALAPATI RAHUL

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.3.50 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

18481A0532

i Prism Technologies

EMPLOYMENT OFFER

Date: 16th July 2023

Dear Ms. Bengaluru Varshitha,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff Fraternity at **i Prism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomever the Company deems fit to be your supervisor.

Terms and Conditions:

8. Your reporting date is **25th July 2023**. Your base location will be Hyderabad but you are required to travel anywhere as per the project requirements.
9. You will be under an employment contract of 2 years (24 Months).
10. You will submit all the original certificates of your graduation to the company.
11. Your compensation will be **Rs.4.00 Lakh** per annum.
12. You will sign an agreement to serve the full period of the contract. You may not from the company before the completion of 36 months by paying Rs. 3,00,000 towards the training expenses company would have incurred.
13. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
14. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Kumar V B

Manager - Recruitment

i Prism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

18481A0533

iPrism Technologies

EMPLOYMENT OFFER

Date: 18th July 2022

Dear Ms. Barra Manju Pavani,

After your Interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff fraternity at **iPrism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomever the Company deems fit to be your supervisor.

Terms and Conditions:

1. Your reporting date is **25th July 2022**. Your base location will be hyderabad but you are required to travel elsewhere as per the project requirements.
2. You will be under an employment contract of 2 years (24 Months).
3. You will submit all the original certificates of your graduation to the company.
4. Your compensation will be **Rs.4.05 Lakh** per annum.
5. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 24 months by paying INR 2,00,000 towards the training expenses company would have incurred.
6. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
7. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Kumar V B

Manager - Recruitment

iPrism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

514

TECHWARE

Date: 29-08-2022
To: Ms. CHAITANYA JYOTHI PAPETI

OFFER OF EMPLOYMENT

Dear Ms. Chaitanya Jyothi Papeti

We are pleased to make an offer as "ASSISTANT SOFTWARE ENGINEER". You will receive a detailed appointment letter after you join & clear post certificate test.

It gives us immense pleasure in inviting you to join **TECHWARE SOLUTION** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation. Your salary will be **Rs.4.00 Lakh** per annum.

On your joining will be required to undergo Process Training for a period of 15 days. Only on successful completion of this training you will be absorbed in the company.

On reporting, please bring seven more passport size photographs, photocopy of all Educational Certificates, Aadhar Card copy, PAN Card copy, Address Proof copy, Last Employer's salary certificate and Relieving Letter(if applicable).

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company policy") of TECHWARE Solution as applicable, enforced, amended or altered from times to time during the course of your employment.

Your date of joining will be 26-10-2022

We look forward to a mutually rewarding relationship.

Thanking you,

TECHWARE SOLUTION

HR MANAGER

#4-85/2,PMR Residency, Brundavan Nagar, Street No.8,Habsiguda, Hyderabad-500007
www.techwaresolution.in

1848M0535

EMPLOYMENT OFFER

Date: 18th July 2023

Dear Mr. Chalamalasetti Sundeep,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** of our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very interested with your accomplishments so far and believe you will make an excellent addition to our staff here only at **iPrism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomsoever the Company deems fit to be your supervisor.

Terms and Conditions:

15. Your reporting date is **25th July 2023**. Your base location will be Hyderabad but you are required to travel anywhere as per the project requirements.
16. You will be under an employment contract of 7 years (14 months).
17. You will submit all the original certificates of your graduation to the company.
18. Your compensation will be **Rs.3.00 Lakh** per annum.
19. You will sign an agreement to serve the full period of the contract. You may not return the company before the completion of 30 months by paying Rs. 3,00,000 towards the training investment company would have returned.
20. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
21. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Kamal V R

Manager - Recruitment

© iPrism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

1848MAOS36

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022.

Greetings!

Dear **Ms. CHALAMALASETTY RUSHITHA,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad.** Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive.

MAPLE Software Private Limited
D. No. 16-82-84/C 3rd Floor Suri Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002

Cognizant

17-Jan-2022

Sadhana Challagolla
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Sadhana Challagolla,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1848180537

Payslip
DEC 2022

TATA
TATA CONSULTANCY SERVICES

MR. SADHANA CHALLAGOLLA

Employee Details				Payment & Leave Details						Location Details	
Emp No.	2148873			Bank Name	State Bank of India					Location	Madhapur-Hyderabad
Grade	1	UAN	XXXXXXXX0008	Acc No.	XXXXXXXX0708					Base Br.	TCS - HYDERABAD
PAN	XXXXXXXXXC			Days paid	31					Deputy Sr.	TCS - Hyderabad
				Leave Balance	EL	0	SL	0	CL	0	MOM SWOK	

Earnings	Arrears (Rs.)	Current (Rs.)	Deductions	Amount (Rs.)
Basic Salary		18,784.00	Provident Fund	1,774.00
House Rent Allowance		5,914.00	Professional Tax	200.00
Leave Travel Allowance		1,782.00	Labour Welfare	2.00
Reconfiscation		910.00		
City Allowance		600.00		
Performance Pay		1,700.00		
Total Earnings (Current + Arrears)		25,140.00	Total Deductions	1,976.00

Net Pay (Rs.)	23,164.00

Projected Annual Tax Information					
Annual Income*	2,30,067.00	Net Tax Income c/o	1,62,475.00		
Deductions under Sec 16	51,000.00	Total Tax Payable			
Chapter 10A rebate*	16,000.00	Tax Deducted till date			
		Balance Tax			

* Please Note, Annual Income is after considering the exemption - if any

Payslip generated on : 16-Jan-2023 10:00:00

Ref No: 1848/A0538

FIS

January 08, 2022

Chaparala Jyothena

Bangalore

writetojyothena@gmail.com **Offer Letter**

Dear Chaparala Jyothena,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

1.	Designation	**IT Trainee / Global Title – IoP - IT Trainee**
2.	Company	**Fidelity Information Services India Private Ltd**
3.	Place of Posting	2nd & 3rd Floor, Tower 3, Block Ware, SJR I Park, EPIP Zone, Whitefield Road, Bangalore – 560066
4.	Date of Joining	**27th June 2022**
5.	Compensation & Benefits	Annual Fixed Pay : **Rs. 765000/-** Performance Pay : **Rs. 57375/-** **Total Compensation (TC): Rs. 822375/-** Break up of above Compensation details are provided in Annexure I
6.	**Background Checks**	Your appointment is subject to the background check initiated in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.
7.	**Confidentiality**	You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
8.	**Notice Period**	Notwithstanding anything stated herein, your services are liable to be terminated by the Company without assigning any reason, by giving you **75 days** Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving **75 days** Notice or salary in lieu of Notice. Salary for this purpose will be computed on Monthly Base pay excluding Employee PF contribution.
9.	**Probation Period**	You will be on probation initially for a period of **6 (six)** months during which time your progress will be monitored. At the end of this period, your employment will be deemed confirmed, provided you achieve performance standard. In the event of unsatisfactory progress, appropriate procedures will be implemented which may either result in extension of your probationary period or termination of your employment either during or at the end of probation.

FIS

ANNEXURE I

Compensation and Benefits

Name:	Chaparala Jyothsna	w.e.f.	21-Jun-22

FIXED PAY

Particulars	Amount (PM)	Amount (PA)
Basic Salary	51,880	302,380
House Rent Allowance	15,940	191,280
Fixed Benefit Plan*	12,104	145,248
Employer's contribution to Provident Fund	3,838	45,912
BASE PAY (FIXED PAY)	**83,758**	**785,008**
Performance Bonus*		57,375
TOTAL COMPENSATION (TC)		**822,375**

ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	18,402
Premium paid by the employer for Group Health Medical Insurance**	24,145
COST TO COMPANY (CTC)	**864,922**

* Your Performance Bonus represents the target amount (at 100% payout). Actual payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

** To know your eligibilities for Group Health Medical Insurance, please refer to the policy.

**You will also be covered as part of Group Term Life Insurance & Group Personal Accident policy. To know your eligibility please refer to the respective policy.

* Please refer to FBP Policy for details.

Your compensation can be restructured at any time protecting Total Compensation (TC).

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager.

Roll: 18UMA0539

Ref No: MPMTH_CC2022-2125

Dear Chappell Naresh,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate.

We look forward to welcoming you in **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

1848154/

NALINSOFT

www.nalinsoft.com

APPOINTMENT ORDER

October 03, 2022

To

Mr. Cheemala Pavan Kumar,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of

Assistant Software Engineer in our Organization, Your Employee ID: NSO11335.

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 100000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photographs and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

For

Sincerely,

NALIN SOFT TECHNOLOGIES

6-3-347/2/5, 2nd Floor, Dwarakapuri Colony, Panjagutta, Hyderabad, Telangana, India- 500082

Email: hr@nalinsoft.com

IGL0A0542

wipro

APPOINTMENT LETTER

February 2, 2022

Dear BHUVANESH CHEERLA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all particular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relations shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [illegible]

ANNEXURE 5

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I BHUVANESH CHEERLA, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification.

b. processing my job application including background verification checks.

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

"In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: BHUVANESH CHEERLA

Position: Project Engineer **Career Group: TRB - 9**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,836
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,689**
PF (Employer Contribution)	1,800
Gratuity (6.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,400
Target Cost to Company per month	**29,167**

12:14

ITC Infotech India Ltd – Campus Hiring – 2022 Batch – Selection confirmation

Inbox

Sandeep Bhuvan... 10:19 AM
to chilpurivinay95580@...

Dear **vinay kumar,**
GUDLAVALLERU ENGINEERING COLLEGE
Your unique candidate id: **2022AIC0873**

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd**. Kindly consider this mail as a formal confirmation of your selection as per below details and conditions.

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore/Coimbatore/Pune/Kolkata/Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213741499/Hyderabad
Date: 16/10/2021

Ms. Preethi Chigurupati
Flamo 90Vatandepallem,
Mounica Green City,
Machilipatnam-521002,
Andhra Pradesh,
Tel# 91-9347941322

Dear Preethi Chigurupati,

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
[illegible]

Zensar - Offer Letter

ZenTAM [illegible]
Reply to: [illegible]
To: [illegible]
Cc: [illegible]

Sat, 8 Jan 2022 at 2:30 pm

Ref: [illegible]

Dated: January 8, 2022

To,
Keerthivasi Chikkavarapu

Sub: Offer of Employment

Dear Mr. Keerthivasi Chikkavarapu,

Thank you for the keen interest you have shown in joining our organization. With reference to the Interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your Annual Compensation is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure B.

You shall be required to work from any of the Zensar office locations or as may be instructed by Zensar at the time of joining.

Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, this offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance in writing via email within 10 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Madhani
Vice President – Human Resources

Encl: Annexure – A (Salary Structure)
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

An AKIRPRO Company

Zensar Technologies Limited (Kolkata Technology Park) Plot No. 4, Block Dreamer, Off Nagar Road, Kolkata 700 091

zensar

Annexure – A

Name: Keerthiraj Chittoorkar
Designation: Jr. Software Engineer
Grade: 5/P

Component	Annual Gross (INR)	
Basic	142000	Base salary component
Customized Allowance Pool*	151722	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans
Bonus	16016	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	347722	
Company's contribution to PF	23100	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident insurance	4864	Sum Insured to Rs. 11,20,000/- Please refer to policy

Group Health Insurance Scheme		Up to four family members (in order of Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. [illegible] Pa.
Taxes Life Insurance		Sum insured is Rs. [illegible] Please refer to policy
Total Cost to Company	[illegible]	

zensar

Annexure – B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the basic salary towards the Gratuity fund.
All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1½ months basic salary for the number of years completed, subject to maximum of 35 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the posting.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to "The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

Cognizant

15-Jan-2022

Thunisha Chilla
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Thunisha Chilla,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the listing category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not potentiate your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with this company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with. During your project as an Intern, at all times as per our Policy, Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**

Vijaya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

18481A0547
ITC INFOTECH
Chinnam Sowmya
50304
A+ve
Issuing Authority

TATA

Ch. Subhash
1848180548

Offer: Computer Consultancy
Ref: TCSL/CT202137478984/Hyderabad
Date: 18/10/2021

Mr. Subhash Chinnaparapu
1-39Garuvu Street,
Elurupadu,
Elurupadu-534236,
Andhra Pradesh.
Tel# 91-8143594658

Dear Subhash Chinnaparapu,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/CT202137478984

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Discoverpark, Tex 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 Generation, 1800 209 3111 Email: careers@tcs.com

wipro

[illegible]

APPOINTMENT LETTER

February 2, 2022

Dear Chinni Lakshmi Pallen,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment, including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

I Chinni Lakshmi Pallavi, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Chinni Lakshmi Pallavi

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	621
Total Fixed Compensation	**27,109**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,469
Target Cost to Company per month	**29,187**
Total Cost to Company per annum	**3,50,064**

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigencies:

a. One-time interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. One-time interest free contingency loan of lesser of Rs. 50,000/- and 3 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 25k per annum

ANNEXURE – IV

1E08140550

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Mr. CHINTHAPALLI KARTHEEK NAIDU,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.4.00 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64125424,
www.lvglobalsolutions.com

Cognizant

17-Jan-2022

Chittiprolu Jahnavi
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Chittiprolu Jahnavi,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equalled to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, success, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are most towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure option will not guarantee your weekly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project or on intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Maya Sivakumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

18481A0555

zensar

Ref: [illegible]

Dated: April 6, 2022

To
Taraknadh Chodavarapu

Sub: Offer of Employment

Dear Mr. Taraknadh Chodavarapu,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartfelt congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An [illegible] Company

[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

Ch. Taraknadh

रजिस्ट्री सं. डी. एल.—(एन)04/0007/2003—19 REGISTERED No. DL.—(N)04/0007/2003—19

भारत का राजपत्र
The Gazette of India

साप्ताहिक/WEEKLY

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 45] नई दिल्ली, शनिवार, नवम्बर 9—नवम्बर 15, 2019 (कार्तिक 18, 1941)

No. 45] NEW DELHI, SATURDAY, NOVEMBER 9—NOVEMBER 15, 2019 (KARTIKA 18, 1941)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग IV

[PART IV]

[निजी व्यक्तियों, व्यक्तियों और निजी निकायों द्वारा जारी किए गए विज्ञापन और सूचनाएं]

[Advertisements and Notices issued by Private Individuals and Private Bodies]

NOTICE

NO LEGAL RESPONSIBILITY IS ACCEPTED FOR THE PUBLICATION OF ADVERTISEMENTS/PUBLIC NOTICES IN THIS PART OF THE GAZETTE OF INDIA. PERSONS NOTIFYING THE ADVERTISEMENTS/PUBLIC NOTICES WILL REMAIN SOLELY RESPONSIBLE FOR THE LEGAL CONSEQUENCES AND ALSO FOR ANY OTHER MISREPRESENTATION ETC.

BY ORDER

Controller of Publications

CHANGE OF NAME

I Jaswinder Kaur W/o Gursevan Singh, resident at VPO Sulthali, Tehsil Phul, Distt. Bathinda, Punjab-151101, have changed my name and shall hereafter be known as MAHINDER KAUR.

It is certified that I have complied with other legal requirements in this connection.

JASWINDER KAUR

[Thumb impression]

I Subhash Kumar alias DEEPAK S/o BIRJI MOHAN, R/o 1429, Gali Baniyan Sita Ram Bazar, Delhi-110006, have changed my name and shall hereafter be known as DEEPAK SHARMA.

It is certified that I have complied with other legal requirements in this connection.

DEEPAK

[Signature (in existing old name)]

I Subhash Kumar alias NANCY MASSEY alias NANCY KUMAR S/o HARRISON MASSEY and W/o VIKAS KUMAR, residing at C-17/88F, Dashi Tower, Hari Nagar, Moya Pur, Delhi-110064, have changed my name and shall hereafter be known as NANCY MASSEY.

It is certified that I have complied with other legal requirements in this connection.

NANCY MASSEY alias NANCY KUMAR

[Signature (in existing old name)]

I hitherto known as SWAPNA alias SWAPNA GANGADHAR YELIGETI wife of VIJALESH KRISHNAN, employed as Private Employee and residing at P. No. 9, Sai Jagadhamba Residency, Sai Nagar, Ayyappa Society Road, Madhapur, Hyderabad, TS-81, have changed my name and shall hereafter be known as SWAPNA VIJALESH KRISHNAN.

It is certified that I have complied with other legal requirements in this connection.

SWAPNA alias SWAPNA GANGADHAR YELIGETI
[Signature (in existing old name)]

I hitherto known as POORAN CHANDRA son of SRI MOHAN CHANDRA ANDOLA, employed as Assistant Technical Officer in Indian Army, Site Officers Factory, PIN Punjab, Distt. Pachim SubEastern-713428, have changed my name and shall hereafter be known as POORAN CHANDRA ANDOLA.

It is certified that I have complied with other legal requirements in this connection.

POORAN CHANDRA
[Signature (in existing old name)]

I hitherto known as LALIT KUMAR JHA son of SACHINDRA JHA, employed as Proprietor of M/s Lalit K Jha and Company, Chartered Accountants, Ujjain, residing at A-1404, Vasant Vihar, Near Mahal Temple, Indore Road, Ujjain, Madhya Pradesh-456010, have changed my name and shall hereafter be known as LALIT JHA.

It is certified that I have complied with other legal requirements in this connection.

LALIT KUMAR JHA
[Signature (in existing old name)]

I hitherto known as POLAKI KUMMARAO S/o POLAKI LAXMANA RAO, residing at 1-123, Kallurundi, Nandigama, Mandalam, Tandoru, Srikakulam, A.P.-532201, have changed my name and shall hereafter be known as POLAKI KISHORE KUMAR.

It is certified that I have complied with other legal requirements in this connection.

POLAKI KUMMARAO
[Signature (in existing old name)]

I hitherto known as CHODAVARAPU NARASIMHA ABHITI S/o CHODAVARAPU KUSU KUMAR, RG 16/82, Satyanarayana Puram, Gudivada, Krishna, A.P.-521301, have changed my name and shall hereafter be known as CHODAVARAPU NARASIMHA TARAKNADH.

It is certified that I have complied with other legal requirements in this connection.

CHODAVARAPU NARASIMHA ABHITI
[Signature (in existing old name)]

I hitherto known as SONIA wife of DEEPAK KUMAR, R/o Jalalpur, Nagar 143038, Punjab, have changed my name and shall hereafter be known as SONIA RANE.

It is certified that I have complied with other legal requirements in this connection.

SONIA
[Signature (in existing old name)]

I hitherto known as ALAK KUMAR MONDAL son of AMALENDU MONDAL, R/o 248/2/A/2, KNI Street, Post Barrackpore, Kolkata-700131, have changed my name and shall hereafter be known as RIAN MONDAL.

It is certified that I have complied with other legal requirements in this connection.

ALAK KUMAR MONDAL
[Signature (in existing old name)]

I hitherto known as JASKIRET SINGH S/o SM KAWAL SINGH, residing at Ward No. 11, Dr. Ambedkar Nagar, Garhshankar, District Hoshiarpur, Punjab-144527, have changed my name and shall hereafter be known as JASKIRET SINGH NAPH.

It is certified that I have complied with other legal requirements in this connection.

SARBJIRET SINGH
[Signature (in existing old name)]

I hitherto known as MANJEET KAUR wife of Shri HARBANS LAL, residing at Village Bhajjal, Tehsil Garhshankar, District Hoshiarpur, Punjab-144528, have changed my name and shall hereafter be known as MANJIT KAUR.

It is certified that I have complied with other legal requirements in this connection.

MANJEET KAUR
[Signature (in existing old name)]

I hitherto Known as SHUKLA KUMARI wife of SHAM SUNDER GUPTA, residing at H. No. 22, Gali No. 7, Mandir Wala Gali, Ranjit Vihar, Lohardia Road, Amritsar-143001, Punjab, have changed my name and shall hereafter be known as SHUKLA GUPTA.

It is certified that I have complied with other legal requirements in this connection.

SHUKLA KUMARI
[Signature (in existing old name)]

Cognizant

17-Jan-2022

Damarla Prathyusha
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Damarla Prathyusha,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

UNISOFT

EMPLOYMENT OFFER

Date: 16 February 2022

Dear Ms. Daram Prathima,

After your interview, we are pleased to inform you that you have been selected for the post of **Software Engineer** at our organization with the following terms:

1. Your reporting date is **27th March 2022**. Your Base Location will be Hyderabad but you are required to travel anywhere as per the project requirements.
2. You will be under an employment contract of 3 years (36 Months).
3. You will submit all the original certificates of your graduation to the company.
4. Your compensation will be as follows:

Period	Title	Compensation
0-6 months	Trainee S/W Engineer	60,000 per month
7-18 months	S/W Engineer - 1	67,000 per month
19-30 months	S/W Engineer - 2	80,000 per month
From 31st month	Technical Consultant	55,000 per month

5. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 26 months by paying INR 1,00,000 towards the training expenses company would have incurred.
6. The working hours of the office are Monday to Saturday 8:30 AM to 5:30 PM. All public holidays will be declared at the beginning of the year.
7. You will not take any leaves during the first 6 months of your employment.
8. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Neha P R

Manager - Recruitment

1848M0560

iPrism Technologies

EMPLOYMENT OFFER

Date: 18th July 2022

Dear Ms. Davili Rajakumari,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff leadership at **iPrism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomever the Company deems fit to be your supervisor.

Terms and Conditions:

1. Your reporting date is **25th July 2022**. Your base location will be Hyderabad but you are required to travel anywhere as per the project requirements.
2. You will be under an employment contract of 2 years (24 Months).
3. You will submit all the original certificates of your graduation to the company.
4. Your compensation will be **Rs.3,00,000/-** per annum.
5. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 36 months by paying INR 3,00,000 towards the training expenses company would have incurred.
6. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
7. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Name: V.R

Manager - Recruitment

iPrism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

Infosys
Navigate your next
June 28, 2022

HRD/IT/5805554138/22-23

Mr. Pavan Dasi
5-48A , Kamili Hall ,
Mudumaru , Krishna ,
Gudiwada-521259
India

Ph: +91-7337008464

Dear Pavan,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
infosys@infosys.com
www.infosys.com

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

Infosys
Navigate your next
June 28, 2022

HRD/100/334/38/22-23

Mr. Pavan Dasi
5-48A , Kamki Hall ,
Madamaru , Krishna ,
Gudiwada-521258
India

Ph: +91-7337008464

Dear Pavan,

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

Here are the terms and conditions of our offer:

Definition
The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter):

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining
Your scheduled date of joining the employment of the Company will be **15-Sep-2022**.

Location
Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

Mphasis_Letter of Intent!

Mphasis - Campus Hiring 10/28/2021
to me, placementofficer@geccgudiavalleru...

Ref No: MPHTN_CC2023-2249

Dear Sindhu Deevi,

College Name: **Gudiavalleru Engineering College**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 3, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization offers final encouragers, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a gravitant Letter of Intent. It is contingent upon you

Please note that this serves as a good faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations.

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campusteam@**mphasis**.com.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this email is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is [illegible]

18451A0563

DHUNIS

INNOVATION

For Your Ideas

STRICTLY PRIVATE & CONFIDENTIAL

Date :- 14-11-2022

To

DEVALLA VENKATA SAI PRATHYUSHA

APPOINTMENT LETTER

Dear Ms. DEVALLA VENKATA SAI PRATHYUSHA,

This has reference to your application and the subsequent discussions you had with us. **28-11-2022** on the following terms and conditions:

1. **Position:** You are being appointed as **"Module Lead"**.
2. You will initially be based at **Visakhapatnam.**
3. Your appointment is subject to your being medically fit at all times.
4. **Compensation and Benefits:** You will receive compensation of 5,50,000- per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.
5. **Posting & Transfer:** Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.
6. We assure you of our support for your professional development and growth.

Dhunis Technologies Pvt.Ltd

Authorized Signatory

U2C, HIG-241, Sri Sai Surya Complex, Visakhapatnam, A.P, India.

Cognizant

19 - 564

19-Apr-2022

Dear Devanaboyina Sai Lavanya,
B.Tech, Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 18770275

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 **401,000/-**. This includes an annual target incentive of INR **22,000/-** 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 **450,000/-**. 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, 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.

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

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 15 days 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 (if offered to you) as detailed below.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

DocuSign Envelope ID: [illegible]

SYMPHONY TALENT

Private and Confidential

Devi Manogna
16/415-10, 521002,
Machilipatnam, Andhra Pradesh

Dear Devi Manogna,

We are delighted to extend to you this offer of employment with Symphony Talent India Private Limited ("Company" or "Symphony Talent"). The following points outline the terms and conditions associated with your employment.

1. **Offer Details**: We are pleased to offer you the position of **Associate- M1**.
2. **Total Compensation**: You will receive a total fixed compensation package of **INR 8,00,000/-** per annum. Additionally, you will receive a one-time Joining bonus of **INR 200000** which will be paid in 4 equal installments of **INR 50000** each in the 4th, 6th, 9th and 11th month of joining. In the event you separate/decide to separate from the company within one year of the remittance of the aforementioned Bonus, the same shall be recovered during the full & final settlement. The breakup of the compensation and benefits applicable to you is detailed in Annexure 1. This is subject to deduction of tax at source, in accordance with the prevailing IT laws.
3. **Offer Validity**: This offer is valid till **22-Feb-2021**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **22-Feb-2021**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
4. **Offer Conditions**: This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
5. **Date of Joining**: Your date of joining is on or before **09-May-2022**.
6. **Location**: Your work location will be Bangalore, Karnataka, India. However, to support our continued growth and/or business needs you may be transferred to the offices of any subsidiary, associate companies or client/partner offices in India or overseas. In such cases, the terms of your employment with Symphony Talent India Private Limited may be governed by the terms and conditions applicable to the new location/company.
7. **Relocation**: Company agrees to reimburse you up to **INR 25,000** for costs associated with your relocation for employment. This cost will be reimbursed upon submission of the required proofs within 60 days of your employment with the Company. The relocation allowance is conditional upon you being employed with the Company under this Agreement for a minimum period of 12 months from your start date. If your employment with the Company is terminated by you or the Company prior to the first anniversary of employment, you shall be required to reimburse this cost in full to Symphony Talent.

Best Regards,

Parul Arora
Senior Director - People Success

Employee Name: Devi Manogna
Date:

1848100566

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20210319943/Hyderabad
Date: 16/10/2021

Ms. Buddha Bhavani Dharikonda
3-61/1Nithish Jewellery 2nd Floor, Sivalayam Street, Opposite To Karur Vysya Bank,
Opposite To Karur Vysya Bank,
Vizyanu-521165,
Andhra Pradesh
Tel# 91-9493594108

Dear Buddha Bhavani Dharikonda,

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 &

Cognizant

D. Srividya
1894 1405 67

17-Jan-2022

Srividya Dhanala
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Srividya Dhanala,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your acceptance confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month adjusted to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a training curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor interacts, case challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to allegations and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and Access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SeniC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalised bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Vijaya Sreekumar
Vice President : Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

568

TECHWARE SOLUTION

Date: 29-08-2022
To: Ms. DHARANI SUMANA BETHAPUDI

OFFER OF EMPLOYMENT

Dear Ms. Dharani Sumana Bethapudi

We are pleased to make an offer as "ASSISTANT SOFTWARE ENGINEER". You will receive a detailed appointment letter after you join & clear your certificate test.

It gives us immense pleasure in inviting you to join **TECHWARE SOLUTION** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation. Your salary will be **Rs.3.50 Lakh** per annum.

On your joining will be required to undergo Process Training for a period of 15 days. Only on successful completion of this training you will be absorbed in the company.

On reporting, please bring seven recent passport size photographs, photocopy of all Educational Certificates, Aadhar Card copy, PAN Card copy, Address Proof copy, Last Employer's salary certificate and Relieving Letter(if applicable).

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company policy") of TECHWARE Solution as applicable, enforced, amended or altered from times to time during the course of your employment.

Your date of joining will be 26-10-2022

We look forward to a mutually rewarding relationship.

Thanking you,

TECHWARE SOLUTION

HR MANAGER

#4-85/2,PMR Residency, Brundavan Nagar, Street No.8,Habsiguda, Hyderabad-500007
www.techwaresolution.in

1848M0569

NALINSOFT

APPOINTMENT ORDER

October 03, 2022

To

Mr. Doddupanani Sohith Sai,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of

Assistant Software Engineer in our Organization, Your Employee ID: NS011328

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 350000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you

For

Sincerely,

NALIN SOFT TECHNOLOGIES
6-3-347/175, 2nd Floor, Dwarakapuri Colony, Punjagutta, Hyderabad, Telangana, India- 500082
Email: hr@nalinsoft.com

18481A0570

TechIndyâ

Name : DUBA YAMINI
Employee Id : TISE5005794

10th APRIL 2022

Dear Ms. Yamini,

Congratulations on being selected in our recruitment drive for the post of "Assistant Software Engineer". We will be happy to have you in our team and look forward to a long and mutually beneficial relationship.

You will be in training for 6 months and confirmed there upon. During training you are paid an annual remuneration (CTC) of Rs.6,20,000 (Rupees Eight lakh twenty thousand only). This amount is subject to deductions' for taxes and other withholdings as required by law or the policies of the company. Further salary increments will solely depend on your performance in your duties.

We trust you will do everything in your capability to fulfil the above requirement and join our team. Contact the undersigned if you have any questions.

Sincerely,

Director
Tech Indya IT Services Pvt. Ltd.

Tech Indya IT Services Pvt. Ltd.
#6-3-240/6/1, 2nd Floor, Sarada Street, Prem Nagar Rd, Shyam Rao Nagar,
Banjara Hills, Hyderabad, Telangana 500034

APPOINTMENT LETTER

January 21, 2022

Dear Dusaraputh Bala Vaghen

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that our terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in lieu of your educational qualifications prior to the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

1848140572

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 22-08-2022

Place : Hyderabad

To,

Mr. GAMIDI SOSMYA.

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.1.05 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **29th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorised Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64523424.
www.lvglobalsolutions.com

Cognizant

1343101053

28-Feb-2023

Dear Gangineetty Abhishewar Ram,
B.Tech, Computer Science & Engineering
Gudavalleru Engineering College, Gudlavalleru

Candidate ID – 16736293

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 **401,888/-**. This includes an annual target incentive of INR **22,888/-** as well as Cognizant's contribution of INR **18,888/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The offer details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,888/-**. This includes an annual target incentive of INR **22,888/-** as well as Cognizant's contribution of INR **18,888/-** 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.

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

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 require.

3. Prior to joining Cognizant, you must successfully complete the prescribed internship or Continuous Skill Development (CSD) program, if offered to you.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you):

a) Cognizant Internship is for approximately 3 to 4 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (if offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands:

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into: https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

ITC INFOTECH

Secure Identity Solutions

Godavarthi Manideep

50362

O+ve

Issuing Authority

ITC INFOTECH

Transcend Quality Achievers

STRICTLY PRIVATE & CONFIDENTIAL

Ref: 811/583

Date: 14-Jun-2022

Godavarthi Manideep,
S-ID: LIBUS STAND CENTER,
OPP OLD POLICE STATION, INZAMPATNAM GUNTUR,
PIN:522334,ANDHRA PRADESH,INDIA

Sub: Appointment Letter

Dear Godavarthi Manideep,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **14-Jun-2022**.

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Coimbatore**.

1. **This appointment is subject to:**

   a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.

   b. You regularly attending the learning programs nominated by the Company and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company.

   c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.

   d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognizance will be taken for any alterations in the future.

   e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.

   f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. **Quality Certification Program Test**

   The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED
16, Benniganahalli Main Road, Mandaleena Nagar, Bengaluru - 560 002, Karnataka, India Tel: +91 - 80 - 22080231 - 37
Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India
Visit us at www.itcinfotech.com | Corporate Identity Number: U22120WB2002PLC097341 | e-mail: [illegible]

Virtusa: Employment Offer Confirmation

1 message

Sai Siddhi L M <saisiddhi@virtusa.com> Wed, 27 Oct 2021 at 11:42 am

Dear Student,

Congratulations!!!!

We are delighted to confirm your offer of employment with us and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward for a long-lasting association with you.

At Virtusa each one of us play a significant role in achieving our Company's Vision and Mission.

We believe in a work culture that combines fun with discipline & adherence to the standards in alignment with the principles of professional conduct.

Your designation would be Associate Engineer – Technology and your CTC would be 4 LPA.

Your date of joining, location, technology assigned, and offer letter will be shared closer to the joining i.e. post your graduation in 2022.

Few additional points and conditions: -

1. You will have to undergo an internship during the month of January 2022 for a period of 2 to 3 months post which you will be converted as a full time employee (upon successful graduation)
2. Upon joining, you shall undergo stipulated training and it is important that you are required to clear EIQ (Engineering IQ) assessment, which will be administered at the end of training program and the same would be evaluated with appropriate grades. Please note that not meeting the minimum expected grade as per EIQ eligibility criteria shall warrant for HR intervention to proceed with appropriate counselling or the actions as deem fit.
3. While Offer letter carries a location of posting, depending on the needs and changes, Organization has right to move the candidates to other locations across ATC in India depending on the business needs.
4. Considering current situation, the onboarding formalities & training shall be virtual – However, you are required to understand and report to the workplace on restoration of normalcy.

Deck 5 Software Inc.

Dated: November 7, 2022

Dear Gongarthi Bhanu Kiran,

With reference to your interview on November 4, 2022, we are happy to inform that you are selected for the profile of **Software Developer** in our company. You will get an annual CTC of INR: 7,35,000 / annum. This amount also includes all fixed and variable salary components. You are expected to join our company on November 28, 2022, (Reporting Time: 10:00 AM) for further joining formalities. Therefore, you must bring below mentioned original copy (will be returned) of documents along with photocopies.

List of documents required at the time of joining

- 2 latest passport size photographs
- Government ID proof (Photocopy + Original for reference)
- Address Proof (Photocopy + Original for reference)
- 10th, 12th, Graduation and Post Graduation (if any) education certificates (Photocopy + Original for reference only)
- Additional qualification certificate photocopies (if available)
- Also bring previous work experience and relieving letters (Photocopy + Original for reference)

Joining Location

Deck5 Software Inc.

B 99, Sector 63, Himayath Nagar

Hyderabad, Telangana, India

Authorized Signatory

Signature

Cognizant

G. Jaya Priya
1848IAD578

17-Jan-2022

Gudapati Jaya Priya
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Gudapati Jaya Priya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent continuation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, sprizzle, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT, intra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1898 140599

meltag

OFFER LETTER

05th September 2022

Ref: 2022-23/943/MABE1136

Dear Mr. GUDAVALLI CHAITANYA TEJA

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.4.00 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

18481A0580

wipro

APPOINTMENT LETTER

January 23, 2022

Dear NagyaLakshmi Gudivaka,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be directed by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications anytime the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

18484A0581

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022

Greetings!

Dear **Ms. GUDLA ASRITHA,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad.** Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive

MAPLE Software Private Limited
D. No. 10-83-84/C 3rd Floor Sun Towers, Vishali Main Rd. Visakhapatnam, Andhra Pradesh 530002

1848MM0582

iPrism Technologies

EMPLOYMENT OFFER

Date: 18th July 2022

Dear Mr. Gummadi Abhishy,

After post interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff fraternity of **iPrism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomsoever the Company deems fit to be your supervisor.

Terms and Conditions:

20. Your reporting date is **18th July 2022**. Your deep location will be Hyderabad but you are required to travel anywhere as per the project requirements.
20. You will be under an employment contract of 2 years (24 Months).
21. You will submit all the original certificates of your graduation to the company.
22. Your compensation will be **Rs.4.00 Lakh** per annum.
23. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 24 months by paying INR 2,00,000 towards the training investment company would have incurred.
24. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
25. The above terms are subject to your successful completion at each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Kamal V B

Manager Recruitment

© : iPrism Technologies Pvt Ltd.
Rd No. 2, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

Cognizant

Letter of Intent (LOI)

Superset ID: 1137324

November 09, 2021

Dear HRITHIK GUNDUBOYINA,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for this role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,000/-**. This includes an annual incentive target of **INR 22,000/-**. This amount may vary depending on individual and Cognizant's performance. You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

***One-time Skill Bonus** will be based on the technical competency demonstrated thru skill based assessment, Interview and GenQ Training post joining/internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 2 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 2 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. **Please** note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://[illegible]

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

18481A0584

03-Mar-2022

Dear Harshitha Sravya Seelam
B.Tech, Computer Science
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 19768374

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 **451,000/-**. This includes an annual target incentive of INR **22,500** in as well as Cognizant's contribution of INR **15,000/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation** and **Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,000/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **15,000/-** 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.

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

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, if offered to you.

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

184C40534

ale

m Cognizant!

Cognizant, the fastest growing global top-tier consulting, IT services and BPO company!
hled that you have accepted our offer of employment and we look forward to welcoming you onboard.

f Joining is 31st May 2022 .

s smooth integration into Cognizant, you would be required to complete the following

Activities	Things to do
ining	Click here to accept your Date of Joining (DOJ)
	Login to One Cognizant & Upload the following mandatory documents **Mandatory Documents to be uploaded:** • 10th Standard mark sheet • 12th Standard mark sheet • Diploma mark sheet and certificate (if applicable) • UG all semester mark sheets (Mark sheets issued by University only) • Provisional/Degree Certificate • PG all semester mark sheets (if applicable) • PG provisional certificate (if applicable and if degree certificate is yet to be issued by the University) • PAN Card in your name • Letter of Authorization (to be downloaded from the BGV Application, filled and hand signed copy to be uploaded)

184 8 1A0534

cognizant

Cognizant Technology Solutions India Private Ltd

Payslip for the month of June 2022

Financial Period 2022-2023

Please do Confirm this

Associate Information			
Mr. Mandalika Sreeraj Sumant			
Associate Id	[illegible]	Location	[illegible]
Designation	Programme Analyst Senior	PAN	[illegible]
Gender	Male	Bank A/C	[illegible]
Date Of Joining	[illegible]	CIN Number	
PF A/C	[illegible]	Status	[illegible]
UAN	[illegible]	Accounting Currency Days	[illegible]
Dy Policy No		Paid Days	[illegible]
[illegible]		Loss of Pay Days	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Profession Tax	[illegible]
Fixed Basic Allowance	[illegible]	Provident Fund Employee Contribution	[illegible]
Conveyance Allowance	[illegible]	TDS	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Calculated Monthly Bonus	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

(C) Net Salary = (A) - (B)	[illegible]
(D) Total Amount	[illegible]
(E) Total Pay = (C) + (D)	[illegible]

* Please refer annexure for Account details

Note: Accounts provided to pay [illegible]

124PC553

HCL Technologies Limited
Corporate Office: Plot No. 3A, Sector 126, Noida-201304, India
Technology Hub, Gachibowli, Hyderabad
Phone: +91 40 66 10 10 10, Fax: +91 40 66 10 10 11
Registered Office: 806, Siddharth Building, Plot No. 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
CIN: L74140DL1991PLC046369

OFFER & APPOINTMENT LETTER

Offer Release Date: August 11, 2022

Dear Rosalah Neli,
Dr NCL 1-89, BC-Colony,Mandawali Mandal, Mandawali,
Andhra Pradesh, India, 521343

Dear **Rosalah Neli,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (hereinafter referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E0.1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs, keep sharpening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the pinnacle for success.

You are requested to join us on **August 18, 2022** at 9:00 A.M at the following address **HCL - ELCOT** Elcoot SEZ, 559-A. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and supporting annexure(s).

Your Total Compensation will be **INR 420000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12** months from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrears/backlogs.

Terms & Conditions of Employment Agreement

Name of the Address: BEAULAH PIT

Location: Chennai

Date: 16 Aug 2022

Appointment Ref. No. _____

Please read through the document carefully, sign at the end and send this over along with your other joining papers. This is necessary and forms part of your joining papers.

Agreement to Terms & Conditions of Employment

1. You are required to deal with the Company's money, material and documents with utmost honesty and professional advice. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter.
2. In seeing the period of your service, the Management agrees to the condition that you have permitted any impairment, you may be determined from service as per the rules of the company with immediate effect, notwithstanding anything else mentioned in this letter.
3. You are required not to employ yourself in any other gainful or commercial employment. In order to provide services to Fortune, Industry, Industry or any dependency as long as you are employed with IDS, Technologies India Pvt. Ltd. to employ yourself directly or indirectly in any other profitable business connected with the business or activities of the company in any way. Any action of the contrary would result your services liable for termination notwithstanding any other conditions in this letter.
4. You are required to maintain the secrecy of, and not to divulge or communicate to any manner, any information regarding your remuneration to any other employee of the Company except to your immediate superior.
5. Your appointment and its continuance is subject to your being certified physically and mentally fit by a qualified registered medical practitioner (Staff) nominated by the Company. The service of the MAP nominated by the company shall be final & binding on the person.

Shilpa Agarwal

AUTHORISED SIGNATORY

Name: BEAULAH PIT
Date: 16 Aug 2022
Signature: _____

Salary Payslip for the Month of September-2022

Pay Period 01.09.2022 to 30.09.2022

Beenlak Jain

HCLTech

HCL Technologies Ltd.

Employee ID	[illegible]	Bank Name & Account No	[illegible]
Person ID	[illegible]	Location (CWL)	[illegible]
Designation	GRADUATE ENGINEER TRAINEE (GET)	Department	[illegible]
DOJ / Grades	[illegible]	Band	[illegible]
PAN No	[illegible]	Days worked in month	[illegible]
PF / Pension No*	[illegible]	UAN Current/Previous Month	[illegible]
UAN No		Authorized Leave Current/Previous Mnth	[illegible]

Standard Monthly Salary	INR	Earnings	INR	Deductions	INR
Basic Salary	[illegible]	Basic Salary	[illegible]	Ex PF contribution	[illegible]
HRA	[illegible]	HRA	[illegible]	Prof Tax - upto period	[illegible]
Holiday Allowance	[illegible]	Holiday Allowance	[illegible]		
Engagement PR	[illegible]	Engagement PR	[illegible]		
Food Vouchers	[illegible]	Food Vouchers	[illegible]		
Total Standard Salary	[illegible]	Gross Earnings	[illegible]	Gross Deductions	[illegible]
				Net Pay	[illegible]

Income Tax Computation

Exemption U/S 10	Projected / Actual Taxable Salary		Contribution under Chapter VI-A		Monthly Tax Deduction	
	Taxable Income (U/S 10) Details	[illegible]	Recurring Fund	[illegible]	April-22	[illegible]
	Current MPF Taxable income	[illegible]	Voluntary PF	[illegible]	May-22	[illegible]
	Residential Status of Salary	[illegible]			June-22	[illegible]
	Taxable Amt Perks	[illegible]			July-22	[illegible]
	UPS/EB contribution	[illegible]			August-22	[illegible]
	Basic Salary	[illegible]			September-22	[illegible]
	Standard Deduction	[illegible]			October-22	[illegible]
	Exemption U/S 10	[illegible]			November-22	[illegible]
	Tax on Employment (Prof Tax)	[illegible]			December-22	[illegible]
	Income under Head Salary	[illegible]			January-23	[illegible]
	Income in 'IOS' or Property	[illegible]			February-23	[illegible]
	Other Total Income	[illegible]			March-23	[illegible]
	Agg of Chapter VI	[illegible]				
	Total Income	[illegible]				
	Tax on Total Income	[illegible]				
	Tax Credit	[illegible]				
	Health and Education cess	[illegible]				
	Tax payable	[illegible]				
	Tax deducted U/S 192	[illegible]				
	Balance Tax	[illegible]	Total	[illegible]	Total	[illegible]

[illegible]

[illegible]

1848140586

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 41-INNOVATIONS

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Mr. INTIPALLI VENKATA SIVA GANANARAYANA,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.3.05 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Sweety Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64523424,
www.lvglobalsolutions.com

Cognizant

20-Jan-2022

Ishrath LNU
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Ishrath LNU,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill banks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

589

TECHWARE SOLUTION

Date: 29-08-2021.
To: Ms. JANGAM Ashwini

OFFER OF EMPLOYMENT

Dear Ms. Jangam Ashwini

We are pleased to make an offer as "ASSISTANT SOFTWARE ENGINEER". You will receive a detailed appointment letter after you join & clear your certificate test.

It gives us immense pleasure in inviting you to join **TECHWARE SOLUTION** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation. Your salary will be **Rs.4.00 Lakh** per annum.

On your joining will be required to undergo Process Training for a period of 15 days. Only on successful completion of this training you will be absorbed in the company.

On reporting, please bring seven recent passport size photographs, photocopy of all Educational Certificates, Aadhar Card copy, PAN Card copy, Address Proof copy, Last Employer's salary certificate and Relieving Letter(if applicable).

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company policy") of TECHWARE Solution as applicable, enforced, amended or altered from times to time during the course of your employment.

Your date of joining will be 26-10-2021

We look forward to a mutually rewarding relationship.

Thanking you,

TECHWARE SOLUTION

HR MANAGER.

#4-85/2,PMR Residency, Dhanalaxmi Nagar, Street No.8,Habsiguda, Hyderabad-500007.
www.techwaresolution.in

Mindtree
A Larsen & Toubro Group Company

J Lakshmi Sowya
1848140590

Date:06-Jan-2021

To

Jangaram Lakshmi Sowya
INDIA

Dear Jangaram Lakshmi Sowya,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade C3 subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backing (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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

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. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

19 4914 0572

January 20, 2022

Dear **Jeevana Javangula**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the ICIMS Offer Letter within 30 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: **jj974725@gmail.com**
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to
manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team/ Wipro Limited)

This message was sent to jj974725@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=2E0522996065&contactId=17326684

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

TATA
TATA CONSULTANCY SERVICES
JEEVANA JYOTHI
JAVANGULA
Tata Consultancy Services Ltd

1840140592

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022.

Greetings!

Dear **Mr. JOGI VENKATA PRASANTH,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad**. Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive.

MAPLE Software Private Limited
D. No. 10-50-64/C 3rd Floor Sub Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002.

Cognizant

[illegible]
J Durga Sri

15-Jan-2022

Durga Sri Jonnalagadda
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Durga Sri Jonnalagadda,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through format evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT mha as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

iBASE Solutions

Dated : 18-11-2022.

Ref. No: 2022-23/11/3275
Dear Ms. JUJAVARAPU SWATHI

CONDITIONAL OFFER LETTER

Greetings from : Base Solutions.

We are pleased to offer you "Web Development Engineer" at "I Base Solutions" starting from 28th November 2022. During this period, you will be reporting to selected representative of the company for the due responsibilities mentioned on the Joining Date.

Terms & Conditions:

You will be compensated 400000/- per Year. You will be paid in accordance with the Company's normal payroll practices.
You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. In addition to the duties that were outlined during your work, you shall perform such other duties as are customarily associated with such position and as the CEO, or its authorized representative may ask for from time to time require.

Please note that your work with the company constitutes "at-will" employment. This means, that our employment relationship may be terminated at any point of time subject to your performance.

To indicate your acceptance, please acknowledge this email with your consent.

With Best Wishes,

Sindhu Sathavelli
HR Manager

Registered office : I Base Solutions, 452-46/2, II Lane, Srinagar Colony,
Panjagutta, Hyderabad.

HCL | CTC offer upgrade - 4.25 LPA | Important Announcement

[redacted]

[redacted] [redacted]
[redacted]

[redacted]

Dear Future HCLians,

Congratulations on your selection!

At HCL, we believe in maximizing human potential, and our employees remain one of our biggest assets. 'Employee First' philosophy is deeply embedded within our culture, where employees remain happy, satisfied and committed.

We are glad to confirm further two modifications in your offer:

- CTC is upgraded to INR 4.25 LPA (from INR 3.60 LPA)
- Revised agreement is now extended to 12 months (earlier 24 months). In case you have to terminate, you shall be liable to pay INR 1.25 LPA for the organization

Please Note:-

- You should be willing to work in any location within India, in a BPO operations setup & shifts, as assigned by HCL Technologies
- Your joining with HCL, is subject to BGV Clearance. In case there is minor opportunity lost Eligibility criteria as follows:
- Minimum 70% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs

We will further post onboarding documentation process in next few weeks.

We wish you very best for your graduation completion!

In any queries feel free to reach out on [redacted]

Best Regards
Sushma Chawla
Talent Lounge Relations
HCL Technologies

HCL

[redacted]

[redacted]

Cognizant

19-Jan-2022

Kandhampati Manikanta Sai Manoj
B.Tech Computer Science & Engineering
Godfreyjellen Engineering College, Gudhavalleru

Dear Kandhampati Manikanta Sai Manoj,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill matrix.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, RME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incidents reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

1843 / Ao3A1

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 41-INNOVATIONS

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Mr. KANAGALA RAVI KIRAN,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.4.00 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64523424,
www.lvglobalsolutions.com

Cognizant

18481A05A4

17-Jan-2022

Venkata Leela Prasad Karati
B.Tech Computer Science
Gudlavalleru Engineering College, Gudlavalleru

Dear Venkata Leela Prasad Karati,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's extensive holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GeoC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

1848 MOSAS

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Mr. KABUTURI VEERENDRA GOPICHAND,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.4.00 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, found on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 66525454,
www.lvglobalsolutions.com

Ref.No- MPHTH_CC2022-2161

Dear Katragadda Jayasri Sai Kiran,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc, as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

1848140597

meltag

OFFER LETTER

08th September 2022

Ref: 2022-23/943/MASE1143

Dear Mr. KATTULA NANDA KISHORE

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.3.50 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

1842MT0549

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 22-08-2022

Place : Hyderabad

To,

Mr. KESAVARAPU DEVI KIRAN REDDY,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.3.05 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **29th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64523424,
www.lvglobalsolutions.com

SB1

TECHWARE
SOLUTION

Date: 19-08-2022.
To: Ms. KODAMALA VIJAYA SANDHYA.

OFFER OF EMPLOYMENT

Dear Ms. Kodamala Vijaya Sandhya

We are pleased to make an offer as "ASSISTANT SOFTWARE ENGINEER". You will receive a detailed appointment letter after you join & clear your certificate test.

It gives us immense pleasure in inviting you to join **TECHWARE SOLUTION** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation. Your salary will be **Rs.3.36 Lakh** per annum.

On your joining will be required to undergo Process Training for a period of 15 days. Only on successful completion of this training you will be absorbed in the company.

On reporting, please bring seven recent passport size photographs, photocopy of all Educational Certificates, Aadhar Card copy, PAN Card copy, Address Proof copy, Last Employer's salary certificate and Relieving Letter(if applicable).

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company policy") of TECHWARE Solution as applicable, enforced, amended or altered from times to time during the course of your employment.

Your date of joining will be 26-10-2022.

We look forward to a mutually rewarding relationship.

Thanking you,

TECHWARE SOLUTION

HR MANAGER

#4-85/2,PMR Residency, Brundavan Nagar, Street No.8,Habsiguda, Hyderabad-500007
www.techwaresolution.in

1948180583

FIS

24th January 2022

Kolusani Venkata Prudhvi Raj
Chennai

E-mail ID – kolusaniprudhvivaj@gmail.com

Offer Letter

Dear **Kolusani Venkata Prudhvi Raj,**

We are pleased to make you an offer of employment with us and this letter sets forth the terms of employment:

1. Designation	:	**IT Trainee / InP - IT Trainee**		
2. Company	:	**FIS Global Business Solutions India Private Limited**		
3. Place of Posting	:	7th & 3rd, Floor, Block C, Ambit IT Park, Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd, Chennai, Tamil Nadu 600058		
4. Date of Joining	:	**14th February 2022**		
5. Compensation & Benefits	:	Annual Base Pay	: Rs.	**765,000** /-
		Performance Pay	: Rs.	**57,578** /-
		Total Compensation (TC)	: Rs.	**822,578** /-

Break up of above Compensation details are provided in Annexure 1.

7. **Background Checks** :- Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.

8. **Confidentiality** : You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.

9. **Notice Period**: Notwithstanding anything stated herein, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days Notice or salary in lieu of Notice. Salary for this purpose will be computed on Monthly Base pay excluding Employee PF contribution.

10. **Probation Period**: You will be on probation initially for a period of 6 months during which time your progress will be monitored. At the end of this period, your employment will be deemed confirmed, provided you achieve performance standard. In the event of unsatisfactory progress, appropriate procedures will be implemented which may either result in extension of your probationary period or termination of your employment either during or at the end of probation.

Cognizant

19-Jan-2022

Kollu Naga Venkata Naresh
B.Tech Computer Science & Engineering
Sudharsanu Engineering College, Sudharsanu

Dear Kollu Naga Venkata Naresh,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**. Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcomes during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

Cognizant

17-Jan-2022

Naga Sri Sai Kolluri
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Naga Sri Sai Kolluri,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us **for a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of Internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the Internship. Any such incident reported will lead to immediate cancellation of Internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your Internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the Internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

Cognizant

15-Jan-2022

Kokusu Pavan Sai
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kokusu Pavan Sai,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT mike as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion
- Attendance and successful completion of Milestones(s) are the eligible factors for processing stipend

Cognizant

Kommini Surya Teja

1898140589

12-Jan-2022

Kommini Surya Teja
B Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Kommini Surya Teja,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor comments, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

184818405.CO
K. Vagadheeswari

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213749007/Hyderabad
Date: 05/12/2021

Ms. Vagadheeswari Kona
Dr No:1-4-1Raparta,
Pamarru,
Vijayawada-521157,
Andhra Pradesh.
Tel# -

Dear Vagadheeswari Kona,

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
Deccumpark, 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 Service Mail: 1800 209 3111 Email: careers@tcs.com

1541814 0 5C1
K. V. N. Sai Vardhan

APPOINTMENT LETTER

January 20, 2022

Dear Venkata Naga Sai Rona,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your engag informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, a the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is not deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, as Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applic working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by ope locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business need

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/ requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company on date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective perfor during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Com

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension

K. Vasu
1848490SC2

Gmail

You have a job offer for Digital Specialist Engineer role at Infosys

Infosys Freshers Recruitment - Talent Acquisition@infosys.com
To: [illegible]

Wed, Feb 15, 2023 at 6:10 PM

Infosys

Dear Vasu Kondeda,

Congratulations!

You have cleared the interview round to receive a job offer for the **Digital Specialist Engineer** role at Infosys.

Digital Specialist Engineer is a name-authorized role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data accounting, digital commerce, interactive, and marketing. Digital specialist engineers work across Infosys Specialist units on special projects to develop integrated applications and bring agility in development with Cambridge culture.

The compensation offered for this role is **[illegible]**.

Please note:

1. This is a conditional job offer subject to your background certification.
2. You might have appeared in PPS (Pre-Placement Interview) for a different role. This role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,

Talent Acquisition

Infosys

Vasu Kondeda [illegible]
Draft To: Infosys Freshers Recruitment - Talent Acquisition@infosys.com

Sat, Mar 5, 2023 at 5:00 AM

[illegible]

[illegible] image[illegible].png
[illegible] image[illegible].png

zensar

Ref: [illegible]

Dated: January 6, 2022

To
Nandan Rao

K. Narasimha Rao
18481A05C3

Sub: Offer of Employment

Dear Mr. Nandan Rao,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure B.

You shall be required to work from any of the Zensar office location in as may be instructed by Zensar at the time of joining.

An [illegible] Company

[illegible]
[illegible]
[illegible]
[illegible]
Zensar Technologies Limited Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagar Road, Pune 411014

zensar

Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, this offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 15 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Madhani
Vice President – Human Resources

Enclosure – A-Salary Structure

184BHA0564

wipro

APPOINTMENT LETTER

April 4, 2022

Dear KOTHURU POOJASRI,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

1848/A0509

NALINSOFT

www.nalinsoft.com

APPOINTMENT ORDER

October 03, 2022

To

Ms. Kunchala Likhitha,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of

Assistant Software Engineer in our Organization, Your Employee ID: NS011357.

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 450000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

For

Sincerely,

NALIN SOFT TECHNOLOGIES

9-9-347/375, 2nd Floor, Dwarakapuri Colony, Punjagutta, Hyderabad, Telangana, India- 500082

Email: hr@nalinsoft.com

Cognizant

18461A05C6

15-Jan-2022

Kundeti Habsiba
B.Tech Computer Science & Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Kundeti Habsiba,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 10,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Through Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

164 81 P05C6

Cognizant Technology Solutions India Private
Ltd
Payslip for the month of June 2022
Financial Period 2022-2023

Private & Confidential

Associate Information			
Mr. Kamlesh Sahidha			
Associate ID	[illegible]	Location	[illegible]
Designation	[illegible]	[illegible]	[illegible]
Gender	[illegible]	Grade	[illegible]
Date Of Joining	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]
[illegible]		[illegible]	[illegible]

Earnings	Amount	Deductions	Amount
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

(A) Net Salary * (A) - (B)	[illegible]
(B) Total Arrears	[illegible]
(C) Total Pay = (A) + (B)	[illegible]

* Please refer statement for Arrears details.

This is a computer generated copy, and is not valid without authorised.

Registered Office: Cognizant Technology Solutions India Private Limited
[illegible]

Page 1 of 2

1241A05CP

wipro

APPOINTMENT LETTER

February 8, 2022

Dear LINGAMANEN ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Name: Maddukuri Venkata Sampath Kumar
Reg No: [illegible]

Cognizant

15-Jan-2022

Maddukuri Venkata Sampath Kumar
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Maddukuri Venkata Sampath Kumar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

• The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
• Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
• There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
• You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
• You may be required, to travel to other locations within India if there is a business need as per your internship program
• Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
• Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
• Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

zensar

Ref: [illegible]

Dated: January 5, 2022

M. Kathyayani
[illegible]

To
Mehak Kathyayani

Sub: Offer of Employment

Dear Mrs. Mehak Kathyayani,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartfelt congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your Annual Compensation is attached herewith as a Annexure – A.

The terms and conditions of employment are in Annexure-B.

You must be required to work from any of the Zensar office location in as may be instructed by Zensar at the time of joining.

An [illegible] Company

[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

18481A05D1

iPrism Technologies

EMPLOYMENT OFFER

Date: 18th July 2022

Dear Mr. Malireddy Raghava Reddy,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee** Software Engineer at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff. Accordingly at **iPrism**, as such we are pleased to offer you the position of **Trainee** - Software **Engineer** and you will be reporting to the Manager or for whomever the Company deems fit to be your supervisor.

Terms and Conditions:

1. Your reporting date is **25th July 2022**. Your base location will be Hyderabad but you are required to travel anywhere as per the project requirements.
2. You will be under an employment contract of 2 years (24 Months).
3. You will submit all the original certificates of your graduation to the company.
4. Your compensation will be **Rs.4.00 Lakh** per annum.
5. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 24 months by paying INR 1,00,000 towards the training expenses company would have incurred.
6. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
7. The above terms are subject to your satisfactory completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Sd/-

Manager- Recruitment

iPrism Technologies Pvt Ltd.
Rd No. 5, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

TATA

Offer: Computer Consultancy
Ref: TCSL/CT2020323512/Hyderabad
Date: 14/11/2021

Ms. Sai Sathwika Mamidi
3-113,C/O: Manoj Hospital, Mudinepalli/Police Station Road,
C/O: Manoj Hospital,
Mudinepalli-521325,
Andhra Pradesh,
India

Dear Sai Sathwika Mamidi,

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
[illegible]
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai [illegible]
TCS Careers Helpline: [illegible] Email: [illegible]

MAPLEsoftware
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022.

Greetings!

Dear **Mr. MARAM ANIL KUMAR REDDY,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and you will initially be based at **Hyderabad.** Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive.

1848/10506

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022

Greetings!

Dear **Ms. MARELLA PADMA SAI,**

On behalf of **MAPLE Software Private Limited,** I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad.** Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive

MAPLE Software Private Limited
D. No. 19-60-8/nC 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002

M Gnana Teja
18481A0504

Gmail

[illegible]

Virtusa: Employment Offer Confirmation

[illegible]

[illegible] | [illegible]

Dear [illegible],

Congratulations!!

We are delighted to confirm your offer of employment with us and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward to a long lasting association with you.

At Virtusa each one of us plays a significant role in achieving our Company's Vision and Mission.

We believe in a work culture that combines the best practices of adherence to the standards in alignment with the principles of professional conduct.

Your [illegible] and your CTC [illegible].

Your date of joining, location, technology assigned and offer letter will be shared closer to the joining i.e. post your graduation in 2022.

Few additional points and conditions :-

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]

[illegible]

Please find the origin of [illegible]

Wishing you a good career with Virtusa!

Warm regards,
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

18- 5D8

Mindtree
A Larsen & Toubro Group Company

Date:18-Dec-2021

To

Supriya Miriyala
INDIA

Dear Supriya Miriyala,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

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 have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog instances 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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

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. Mindtree has training centres in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the performance expressed by you during the selection process, you shall mutually undergo training at Mindtree training centre in Bangalore (Onboard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

2.3. Your onboarding date would be shared with you based on your participation and achieving required indicators as per the pre-orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the learning program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. 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.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semester) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional documents over and above the aforementioned for for your onboarding purpose and you undertake to provide the same to Mindtree.

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.offerelaxation@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 Kambial
Vice President-People Function

1848 MASE09

meltag

OFFER LETTER

05th September 2022

Ref: 2022-23/943/MASE1156

Dear Mr. MODUGULA ANJI REDDY

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.4.00 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

JUSPAY

Offer cum Employment Agreement

April 19, 2022

Dear Anji Reddy Mindaguntu,

Thank you for showing interest in working for our organization. Having successfully passed the interviews, we are pleased to offer you a position with Juspay Technologies Private Limited. It is my pleasure to extend the following offer of employment to you on behalf of Juspay. If you accept this Offer you will be designated as "**Product Engineer**" and you will join us at our Bangalore office.

This Offer will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. Your employment with the Company will also be governed by the policies, rules and guidelines of the Company as may be formulated by the Company from time to time.

The cost of CTC offered to you is **INR 21,00,000 Per Annum (Twenty One Lakhs Only)**. Detailed break up of the CTC is available in the Agreement, and has been provided as Annexure - 1 herein.

This Offer with Juspay is subject to the successful verification of information provided by you.

By accepting this Offer you are also confirming that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions;
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up a position with the Company;
3. Juspay is not liable for any past dues owed by you as part of termination of any previous employments;
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

This Offer will be valid for 1 week from the date of this letter. If this Offer is acceptable to you, please convey your acceptance to the Company by (a) email or telephone; and (b) providing a signed copy of this Offer letter by post or email. If we do not hear back from you within a period of 1 week from the date of this Offer, this Offer will be deemed cancelled and we are not obliged to hold the position open for you.

If you accept this Offer, you are required to join on **May 09, 2022**. It is clarified that your joining will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. If you are unable to report on the joining date, you are requested to inform the Company in writing of the delay.

The following documents are required to be produced at the time of joining the Company. Please provide originals and self attested Xerox copies; originals will be returned after verification.

1. Relieving Letter from all your previous employers;
2. Salary slip or salary certificate from most recent employers;
3. Experience Certificate from all previous employers;
4. Proof of Academic Qualification (Class 10th Equivalent and above);
5. Proof of identity (i.e. PAN card, driving license, Election card);
6. Photographs (5 copies);

Juspay Technologies Pvt Ltd
No. 244, Sarjapur Outer Ring Road, 3rd Block, Koramangala, Bangalore, Karnataka
India 560035, Tel: +91 [illegible], [illegible]@juspay.in, Website: www.juspay.in

JUSPAY

We take great pleasure in welcoming you to the Company and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this Offer acceptable and wait to welcome you to the Juspay family.

For Juspay Technologies Private Limited
Kimal Kumar, Director

Acceptance of Offer

I understand and accept the Offer along with terms and conditions, and announce(s) set forth herein by signing at the end of this document and have under:

Candidate Signature M. Arya Reddy

Name : Arji Reddy Mediapulu

Place and Date 23.04.2022, Gurgaon

Juspay Technologies Pvt Ltd
[illegible]

JUSPAY

ANNEXURE - 1-A

CTC Break-Up

Part (A)	Per Annum	Per Month
Basic	7,00,000	58,333
House Rent allowance	2,80,000	23,333
Flexible Benefit Plan	3,69,730	30,894
Employer's contribution to PF	21,600	1,800
Gratuity	33,671	2,805
Total earnings (A)	14,00,000	1,12,000
Less: Deduction per month:		
Employees contribution to PF	21,600	1,800
Professional tax	2,400	200
Tax deducted at source *		
Total Deduction (B)	24,000	2,000
Net Like Home (C= A-B)		1,10,000
Part (D)		
Retention Bonus **(Please refer to the notes)	4,00,000	
Relocation Bonus ** (Please refer to the notes)	1,00,000	
Benefits ** (Please refer to the notes)	200,000	
Total Part (D)	7,00,000	
Total Compensation	21,00,000	
* Based on total income at applicable income tax rates		

Notes**

1. Gratuity amount will be payable only after successful completion of 5 years based on the last drawn CTC as per the Payment of Gratuity Act,1972.
2. Relocation Bonus (one time) to be paid after completion of one month if relocated.
3. Retention Bonus to be paid annually in equal installments over 4 years.
4. Benefits include :
   - Group medical health insurance for self and dependent family members.
   - Daily 3 time meals, tea/coffee & snacks.
   - Cards for Books and Software
   - Professional Development
5. Net take home amount includes the standard deduction of employee PF contribution & Professional tax.
6. IT deduction will solely be based on the investments/declaration & tax regime opted as per the IT act.
7. Employees is eligible to select components from FBP, to avail further tax incentives.

Juspay Technologies Pvt Ltd
Rm 404, Sristan Business Center, 18th Main, 9th Block, Koramangala, Bengaluru, Karnataka,
India 560052, Tel - +91 [illegible], Email ID: [illegible], Website: [illegible]

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushiring@mphasis.com> Thu, Oct 28, 2021 at 5:34 PM
To: fareesasimmin008@gmail.com <fareesasimmin008@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2187

Dear Mohammad Fareesa Simmin,

College Name: **Gudlavalleru Engineering College**.

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum**.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

M.d Amin Faraz
[illegible]

CSS CORP

Date:17th Nov 2021

LETTER OF INTENT

Dear MOHAMMED AMIN FARAZ,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format.** You would do your "Virtual Internship" with us in **"Wireless Networking Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on **3rd January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limits. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

Deck 5 Software Inc.

Dated: November 7, 2022

Dear Mitupalli Sarah Chaitanya,

With reference to your interview on November 4, 2022, we are happy to inform that you are selected for the profile of **Software Developer** in our company. You will get an annual CTC of **INR: 7,20,000 / annum.** This amount also includes all fixed and variable salary components. You are expected to join our company on November 28, 2022, (Reporting Time: 10:00 AM) for further joining formalities. Therefore, you must bring below mentioned original copy (will be returned) of documents along with photocopies.

List of documents required at the time of joining

- 2 latest passport size photographs
- Government ID proof (Photocopy + Original for reference)
- Address Proof (Photocopy + Original for reference)
- 10th, 12th, Graduation and Post Graduation (if any) education certificates (Photocopy + Original for reference only)
- Additional qualification certificate photocopies (if available).
- Also bring previous work experience and relieving letters (Photocopy + Original for reference)

Joining Location

Deck5 Software Inc.

B 99, Sector 63, Himayath Nagar

Hyderabad, Telangana, India

Authorized Signatory

Signature

M Shasanya
[illegible]

Gmail

Shaanya Reddy <[illegible]@gmail.com>

Mphasis_Letter of Intent!

28 October 2021 at 17:29

Mphasis - Campus Hiring <[illegible]@mphasis.com>
To: "[illegible]@gmail.com" <[illegible]@gmail.com>
Cc: "placementoffice@gecgudlavalleru.ac.in" <placementoffice@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CE2022-2189

Dear Nuvva Shanaya,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per Annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are planning to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in ADM, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, provokes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon the:

1. Successfully completing your graduation (BE/ B.Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

18VR1A0565

Multiplier Solutions
AI Powered Healthcare Marketing

LETTER OF INTENT

Dear M. Sai Lakshmi,

The purpose of this letter is to inform you that your candidature has been selected for the position of **Software Developer** in **Multiplier IT Solutions India Pvt Ltd.** Your CTC is **5.1lpa** with Internship and your CTC is **4.6lpa** without internship. We are excited to have you as part of our team.

We take the privilege to inform you that your employment will start from **(01/June/2022)** given that all the joining formalities including your bank formalities are completed by **10-March-2022**. So that you can join the company as an intern by **15-March-2022**. However the expected date of joining could vary based on project requirements and unforeseen circumstances.

Note that: This LOI will be considered invalid after **10-March-2022** unless the joining formalities including Bank Guarantee is completed and the offer letter is issued and accepted by the candidate. Also the LOI needs to be accepted by the candidate and it will be considered valid from the date of issuance till **04-March-2022** only. Once the candidate has accepted the LOI they will not sit through any of the campus placements.

Looking forward to on-board you as a part of our team!

Soumya Prakash,
Director, Multiplier IT Solutions India Pvt Ltd

M. Sai Lakshmi,
Signature

wipro

IBUBIADSEG

APPOINTMENT LETTER

January 21, 2023

Dear NADAKUDITI VENKATA SAI LAKSHMAN,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

I NADAKUDITI VENKATA SAI LAKSHMAN, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. Initiating my Contractual Visas and retaining records on the same for any future reference/verification

b. processing my job application including background verification checks

c. employment-related actions including record keeping, reviewing compensation and benefits and any action required in the context of my employment with Wipro

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.

ANNEXURE III

SALARY OFFER SHEET

Name: NADAKUDITI VENKATA SAI LAKSHMAN

Position: Project Engineer **Career Group: TEB - II**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,846
Total Fixed Cash	**24,685**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,105**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,458
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. One-time Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. One-time Interest free contingency loan of lesser of Rs. 50,000/- and 3 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 2lac per annum

ANNEXURE – IV

[illegible]

phenom people

Date: January 24, 2022

To,
Mr. Venkata Sai Nadella,
Hyderabad.

Subject: Internship

Dear Mr. Venkata Sai Nadella,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 01, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

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

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for PhenomPeople Pvt Ltd.

venkata sai nadella

Shiv Thakur
Sr. Manager - Human Resources

[illegible]

1848140558

LARSEN & TOUBRO

Larsen & Toubro Limited
Corporate Office
[illegible]

Ref.: [illegible]

[illegible] October 2022

Ms. Nagamalla Sai Spandana
Gudlavalleru Engineering College
Contact No. [illegible]

Dear Madam,

Sub.: Appointment as Graduate Engineer Trainee

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 1 day from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

You are hereby advised to complete the pre-employment medical checkup at the earliest. Please note that your offer of training will be strictly subject to your being medical fit by our Company's doctor.

Your training commences from **17th October 2022** in Chennai Head Quarters Office. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also bring two photocopies of the following documents.

- S.S.L.C (10th std) Certificate and Mark sheet - In Original
- H.S.C (12th std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters in Degree - (Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining)
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Bond Contract certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 3 Passport size photographs (Mandatorily photo should be taken in business formats in white background (for Men - Blazer and tie & Women - formal office wear)
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification mentioned by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Mr. Ramki Prasad (9444[illegible]) / [illegible]

Yours faithfully,
for LARSEN & TOUBRO LIMITED

(RAMKISHORE S)
VP & HEAD – HUMAN RESOURCES
DIVISIONAL CORPORATE

Cognizant

N. Surya Sai
184B1A05E9

15-Jan-2022

Surya Sai Nagendla
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Surya Sai Nagendla,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

Cognizant

N. Manikanta Kumar
1848140540

17-Jan-2022

Nagarapu Manikanta Kumar
B.Tech Computer Science
Gudavalleru Engineering College, Gudavalleru

Dear Nagarapu Manikanta Kumar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

• The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
• Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
• There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
• You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
• You may be required, to travel to other locations within India if there is a business need as per your internship program.
• Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
• Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
• Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the Internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1848A0171

Cognizant

15-Jan-2022

Nagudu Deepika
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Nagudu Deepika,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 2 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1B4B1A05F2

APPOINTMENT LETTER

January 23, 2022

Dear SIVA NAGA VENKATA DURGA NALLAJERLA

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III – Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

I SIVA NAGA VENKATA DURGA NALLAJERU, confirm that I am voluntarily sharing my Personal information including documents with Wipro Limited (Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorise Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: SIVA NAGA VENKATA DURGA NALLAJERU

Position: Project Engineer **Career Group: TRB - 8**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,839
Bonus	2,334
Wipro Benefits Plan (WBP)	4,349
Total Fixed Cash	**24,688**
PF (Employer Contributory)	1,903
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,198**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,55,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during ongoing:

a. Onetime interest free loan of Rs. 25,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self/marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme
d. Medical Insurance Coverage up to Rs 3lac per annum.

ANNEXURE – IV

18481A05F3
N. Sanjo Kumari

[illegible]

January 03, 2022

Dear Nandan Sanjo Kumari

Welcome to Wipro Limited (Company Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise cancel/ revoked in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company, based on your performance and other criteria as applicable to your hand and criteria. Unless confirmation is continue called in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 60 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such manner as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including remuneration, working hours, holidays, leave, people policies, etc.

e. We provide expert to our global customers through various Company locations in order to our customer requirements by operating the 7. You would be operating from any of these locations and in any of the roles, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all customer requirements as laid down by the Company/Insurance for issuance of the representative and the requirements, including aggregate, specified by the Company for your role and any other criteria specified by the Company in terms of your educational qualifications in relation to date of appointment.

The copy of this offer duly signed by you, has to be resubmitted to submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this compensation are listed in Annexure III. The Variable Pay program may be changed or modified in part or full based from time to time, at the sole discretion of the Company.

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	[illegible]
HRA	[illegible]
Bonus	[illegible]
Major Benefits Plan (MBP)	[illegible]
Total Fixed Cash	**[illegible]**
PF (Employer Contribution)	[illegible]
Gratuity (5.17% of Basic)	[illegible]
Total Fixed Compensation	**[illegible]**
Other Compensation Benefits	
Health Insurance (Medical)	[illegible]
Variable Pay	
Target Variable Pay	[illegible]
Target Cost to Company per month	**[illegible]**
Total Cost to Company per annum	**[illegible]**

[illegible]

[illegible]

a. [illegible]
b. [illegible]
c. [illegible]
d. [illegible]

[illegible]

[illegible]

[illegible]

1843 1A05F4

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Ms. NANDAMURI VARSHINI,

It gives an immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiast and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.4.06 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64125424,
www.lvglobalsolutions.com

18481AD5F5

HCL Technologies Ltd.
Document Name: [illegible]
Technology Hub: [illegible]
Mobile: [illegible]
T-Mail: [illegible]
Registered Office: [illegible]
[illegible]
[illegible]

OFFER & APPOINTMENT LETTER

Offer Release Date: November 22, 2022

Dear NANDANAPU CHANDRI,
3-48,peridapi
kandapi mandal,prakasam, ongole,
Andhra Pradesh, India, 523279

Dear **NANDANAPU CHANDRI,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.2**.
In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs, keep shortening your skills and investing in yourself, and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **November 30, 2022**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be **425000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12** months from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing error/backlogs.

Cognizant

[redacted]

17-Jan-2022

Narasimha Varma Ambati
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Narasimha Varma Ambati,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- recruitable skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please are note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant SeniC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

18481A05F7

virtusa

Bhargavi

Bhargavi Nerusu

8120064

virtusa

May [illegible], 2022

[illegible]
[illegible]
[illegible]
[illegible]
India

Dear Bhargavi Nerusu

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

In the role of Associate Engineer Technology, we feel you qualifies:

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

Your date of joining would be May 01, 2022

You will be based at Virtusa's Hyderabad office. You will be on probation from your date of joining for a period of twelve months. You will receive an ID card and the company systems your username. If working, based on your conduct and performance during this period, including the confirmation of the Employee, the period may be deemed to be over prior to the twelve months probation and have expired on or after confirmation. In addition of employee from the services.

Virtusa expands out of multiple locations in India and international country, while consulting this offer, you also agree to be accessed to any such of Virtusa International locations where we have our clients or location where we identify people out of depending on the project requirements.

You agree to be flexible in accepting Technology Changes / Roles as per company needs to fulfill project requirements.

You are required to be accessible for changes to work hours based on the different time zone based on the company's nature of business & requirements in international clients and in accordance to the client's work hours as per the project requirements.

Upon accepting offer, you are expected to sign a Non-Disclosure Agreement. Terms and conditions will be detailed in the Training Agreement.

Your Total Compensation will be Rs [illegible] (per annum as per Annexure).

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

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned or representative on or before May 01, 2022.

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

Please note that this offer is solely subject to successful completion of your Background Verification.

Sincerely
for Virtusa Consulting Services Pvt Ltd. India,

I thoroughly accept employment on the terms set forth in this Letter as of this _____ day of _____

Sundaraajan Ramyaknan
Chief People Officer & Global Head of Human Resource

Bhargavi Nerusu

CONFIDENTIAL

CONFIDENTIAL		
NAME	: Bhargavi Nerusu	
DESIGNATION	: Associate Engineer Technology	
TIER	: Tier 4	
	Per Month (in $)	Per Annum (in $)
Base Compensation (A)		

1E4E1A05P7

virtusa

VIRTUSA CONSULTING SERVICES PRIVATE LIMITED
No.24, IT Highway,
Navalur,
Chennai - 600130

Payroll Fn : [illegible]

Amount in INR

Employee Code	[illegible]	Employee Name	[illegible]
Virtusa Employee Code		Bank Name	HDFC Bank
Designation	Associate Engineer - Technology	Account Number	[illegible]
Department	SBI	PAN	[illegible]
Location	[illegible]	DOB	[illegible]
PF Number		DOJ	[illegible]
UAN		Work Days	[illegible]
LOP Days	[illegible]	Global DOJ	[illegible]
Gender	F	Regime Type	[illegible]
LOP Remarks	[illegible]		

Earnings	Amount	YTD	Deductions	Amount	YTD
Basic Salary	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Basic Arrear	[illegible]	[illegible]	Provident Fund	[illegible]	[illegible]
House Rent Allowance	[illegible]	[illegible]	PF Arrears	[illegible]	[illegible]
HRA Arrears	[illegible]	[illegible]	Professional Tax	[illegible]	[illegible]
ADV Discovery Bonus	[illegible]	[illegible]	Employee Welfare Fund	[illegible]	[illegible]
ADV Discovery Bonus Arrear	[illegible]	[illegible]			
Journal Allowance	[illegible]	[illegible]			
Special Allowance Arrears	[illegible]	[illegible]			
[illegible]	[illegible]	[illegible]			
Gross Earnings	[illegible]	[illegible]	Gross Deductions	[illegible]	[illegible]
Total Gross Earned		[illegible]	Total Gross Deduction		[illegible]
				Net Pay	[illegible]

Amount in words : Thirty Four Thousand Eight Hundred and Sixty One Only

** This is a computer generated payroll and does not require signature and stamp.

Offer: Computer Consultancy
Ref: TCSL/CT20213736141/Hyderabad
Date: 16/10/2021

Ms. Lakshmi Sameera Oleti
4-71Konda Reddy Bazar,
Datta Digambara Temple,
Vuyyuru-521165,
Andhara Pradesh.
Tel# 91-9247807115

Dear Lakshmi Sameera Oleti,

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 2332 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Sanstrations: 1800 209 3111 Email: careersatcs.com

P Sai Kiran

Lg 6.31 Ac/S.F 4

wipro

APPOINTMENT LETTER

January 20, 2020

Dear P Sai Kiran,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with this Company is detailed below. Please kindly intimate that the terms may be modified pursuant to changes in the Company policy as deemed fit from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as deemed suitable at your sole and absolute discretion. Unless confirmed or communicated in writing, your probation period shall be deemed to be 6 (six) months extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associates or affiliate companies. In such capacity, as the Company may from time to time determine, in such a way, you will be governed by the terms and conditions of service applicable to the new employment including remuneration, working hours, holidays, leave, pension, gratuity, etc.

e. We provide support to and global customers through various Company locations in India to ensure customer requirements are overseeing 24x7. You would be rotating from any of those locations and in any of the shifts, including night shift, as may be decided by the Company, including in order the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all pre-hire requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including documents specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prior to the date of appointment.

g. This offer of appointment is only related by you. Date of joining is subsequently communicated on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure A - Hybrid Offer Sheet.

b. Variable Pay - The details of the components are listed in Annexure A. The variable Pay program may be changed or modified or withdrawn from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during the period of employment and under rules and criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your division and location of posting.

b. Perquisites, if any, as applicable to your band and division and / or based on the level of requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and division.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Insurance Scheme (MIS) provided you are not covered under the provisions of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of retirement plan or gratuity plan, service award plan and insurance injury benefits.

g. Please refer to the detailed policies in the Company's intranet website e.g. www.wipro.com

4. Responsibilities:

ITC INFOTECH

Resource Friendly Enterprises

STRICTLY PRIVATE & CONFIDENTIAL

Ref: ICC/787/ Date: 13-Jun-2022

Paladugu Suneel,
2-130,HANUJANA COLONY,
GONGRUMTI,A.VARI PALEM, PEDDAKANCHERLA, GUNTUR,
PIN:522006, ANDHRA PRADESH, INDIA

Sub: Appointment Letter

Dear Paladugu Suneel,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IX)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **20-Jul-2022**.

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Coimbatore**.

1. **This appointment is subject to**

   a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.

   b. You regularly attending the training programs nominated by the Company and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company.

   c. The Company receiving appropriate and satisfactory replies from your references. The decision of the Company in this regard will be final.

   d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognizance will be taken for any alterations in the future.

   e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.

   f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. **Quality Certification Program Test**

   The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED
(5, Sreenath Mini Road, Mandavara Kaval, Bangalore - 560 055, Karnataka, India Tel: +91 - 80 - [illegible] - 37
Regd. Office: Virgonia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India
Visit us at www.itcinfotech.com | Corporate Identity Number: U72900WB1993PLC057341 | e-mail: [illegible]

ITC INFOTECH

Business Ingenuity Solutions

PALADUGU SUNEEL

50363

O+ve

Issuing Authority

ITC Infotech India Ltd
18, MARUTHI SEVA NAGAR
BANASWADI MAIN ROAD
BANGALORE - 560033

PAYSLIP FOR THE MONTH OF NOVEMBER 2022

Emp. Code	[illegible]	Emp. Name	[illegible]		
Date of Joining	[illegible]	Mode of Payment	[illegible]		
PAN No.	[illegible]	Bank Name	[illegible]	[illegible]	[illegible]
ESI No.		Bank A/c No.	[illegible]	[illegible]	
				[illegible]	[illegible]

Payment Type: [illegible]

Earnings	Amount	YTD	Deductions	Amount	YTD
Basic/Consolidated Salary	7,700.00	39,400.00	Provident Fund	[illegible]	[illegible]
Arrear Basic	0.00	2,677.00	Professional Tax	[illegible]	[illegible]
House Rent Allow.	3,000.00	14,200.00			
Arrear House Rent Allowance	0.00	1,480.00			
Supplementary Allowance	16,757.00	75,166.00			
Arrear Supplementary Allowance	0.00	7,061.00			
Total Earnings	26,447.00	1,30,137.00	Total Deductions	[illegible]	[illegible]

Net Pay: Rs. 27,447.00

In Words: Rupees Twenty Seven Thousand Four Hundred and Forty Seven Only

Days in Month (A)	Arrear Days (B)	LOPR Days(C)	LOP Days (D)	Net Pay Period (E=A+B+C-D)
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

18481A05190

ITC INFOTECH

Business Actually Solutions

STRICTLY PRIVATE & CONFIDENTIAL

Ref: 8117597 Date: 13-Jun-2022

Paladugu Suneel,
3-130,HARIJANA COLONY,
GONUGUNTLA,VARI PALEM, PEDAKANCHERLA, GUNTUR,
PIN-522649, ANDHRA PRADESH, INDIA

Sub: Appointment Letter

Dear Paladugu Suneel,

We are pleased to offer you appointment as **Associate IT Consultant (Grade ISI)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **15-Jul-2022**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Coimbatore**

1. **This appointment is subject to**

   a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.

   b. You regularly attending the learning programs nominated by the Company, and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company.

   c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.

   d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognizance will be taken for any alterations in the future.

   e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.

   f. The Company receiving appropriate and satisfactory report on your background check on, post employment and education details.

2. **Quality Certification Program Test**

   The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

ITC INFOTECH INDIA LTD. A wholly owned subsidiary of ITC LIMITED.
P.18, Bannerwadi Main Road, Manoharma Nagar, Bangalore - 560 005, Karnataka, India Tel: +91 - 80 - 2230 8333 - 37
Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India
Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1986PLC577141 | e-mail: contact.us@itcinfotech.com

19 [illegible] /A05 [illegible]

TechIndyâ

Name : PALLELA YESHWANTH
Employee Id : TISE5005770

10th APRIL 2022

Dear Mr. Yeshwanth,

Congratulations on being selected in our recruitment drive for the post of "Assistant Software Engineer". We will be happy to have you in our team and look forward to a long and mutually beneficial relationship.

You will be in training for 6 months and confirmed there upon. During training you are paid an annual remuneration (CTC) of Rs 8,20,000 (Rupees Eight lakh twenty thousand only). This amount is subject to deductions' for taxes and other withholdings as required by law or the policies of the company. Further salary increments will solely depend on your performance in your duties.

We trust you will do everything in your capability to fulfill the above requirement and join our team. Contact the undersigned if you have any questions.

Sincerely,

Director
Tech Indya IT Services Pvt. Ltd.

Tech Indya IT Services Pvt. Ltd.
#8-3-240/6/1, 2nd Floor, Sarada Street, Prem Nagar Rd, Shyam Rao Nagar,
Banjara Hills, Hyderabad, Telangana 500034

Pilot Tirumala
1841 A05 E3

Docusign Envelope ID: F4BB0DBF-0F04-4CCC-9F3C-2D7F8E0E1C3C

paloalto NETWORKS

EMPLOYMENT AGREEMENT

This employment agreement (the "**Agreement**") is made on **08 February 2022**.

BETWEEN:

Palo Alto Networks (India) Technologies Private Limited, incorporated under the Companies Act, 2013 having its registered corporate address at Office No. 01A103, WeWork, Balaquala Symbiosis Andaru village, Begur Hobli, Bannerghatta Main Road, Bengaluru, Karnataka - 560079 (a Palo Alto Networks, Inc. subsidiary) (hereinafter referred to as the "Company", which expression shall, unless repugnant to the context or meaning thereof, include its successors and permitted assigns) of the One Part.

AND

Partho Sri Tirumala, a citizen of India presently residing at **Door number 2-84, New Colony Road, East Lankapalli, Machilipatnam Road, Krishna District, Andhra Pradesh, Pin code 521131, India**, (hereinafter referred to as the "Employee" which expression shall, unless repugnant to the context and meaning thereof, be deemed to mean and include his heirs, executors and administrators) of the Other Part.

WHEREAS:

A. The Company is involved in the business of providing network and cloud security products and services, among other things ("**Business**").

B. The Company is now desirous of engaging the services of the Employee to be **Software Engineer** ("**Position**").

C. Employee wishes to accept continued employment with the Company in the **Position** on the terms and conditions detailed in this Agreement.

IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. **DEFINITIONS AND INTERPRETATION**

1.1. **Definitions**

In this Agreement, unless the context otherwise requires, the following words and expressions shall bear the meanings ascribed to them below:

> **Affiliate** of a Person (the Subject Person) shall mean **(i)** in the case of any Subject Person other than a natural person, any other Person that, either directly or indirectly through one or more intermediate Persons, Controls, is Controlled by or is under common Control with the Subject Person, and **(ii)** in the case of any Subject Person that is a natural person, any other Person that, either directly or indirectly through one or more intermediate Persons, Controls, is Controlled by or is under common control with the Subject Person or who is a spouse, son or daughter of the Subject Person.

Cognizant

1861405999
Lakshmi Prasanna

15-Jan-2022

Lakshmi Prasanna Pasula
B.Tech Computer Science & Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Lakshmi Prasanna Pasula,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and presentation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program tenks and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and bonus spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain absolute confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1848140546

Cognizant

15-Jan-2022

Peddineni Venkata Naga Ramya
B Tech Computer Science & Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Peddineni Venkata Naga Ramya,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, node challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Vinya Shankunja
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

18481A0597

FIS

Oct 26, 2022

Srinivas Peeka
Employee ID : [illegible]
eMail ID : srinivasDmk@gmail.com

SERVICE CERTIFICATE

Dear Srinivas,

This has reference to your resignation letter dated **12 Sep, 2022**. This is to inform you that your resignation has been accepted and you stand relieved from the services of the company with effect from **11 Oct, 2022** at the close of business hours.

Your employment details are as follows:

Employee Number	**ES078402**
Date of Joining	**14 Feb, 2022**
Last Working Day	**11 Oct, 2022**
Designation	**IT Trainee**

We wish you best of luck in your future endeavors.

Sincerely,

For **FIS Global Business Solutions India Pvt. Ltd.**

Tushar Desai
Director, People Office - Shared Services

In case of any query pvt/ and, please write to FIS_TWO_OperationalCoE@fisglobal.com

APPOINTMENT LETTER

March 30, 2023

Dear Pinali Hemanth Venkatesh,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications enclosure the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

P.D.K. Chaitanya Babu
18481A05H1

wipro

APPOINTMENT LETTER

January 14, 2022

Dear PILLI BABU

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine, in such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You could be operating from any of these locations and in any of the shifts including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

wipro

APPOINTMENT LETTER

January 03, 2022

Dear NAGA DEEPIKA PULAVARAPU,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that this letter may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all particular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications prior/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure III. This Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

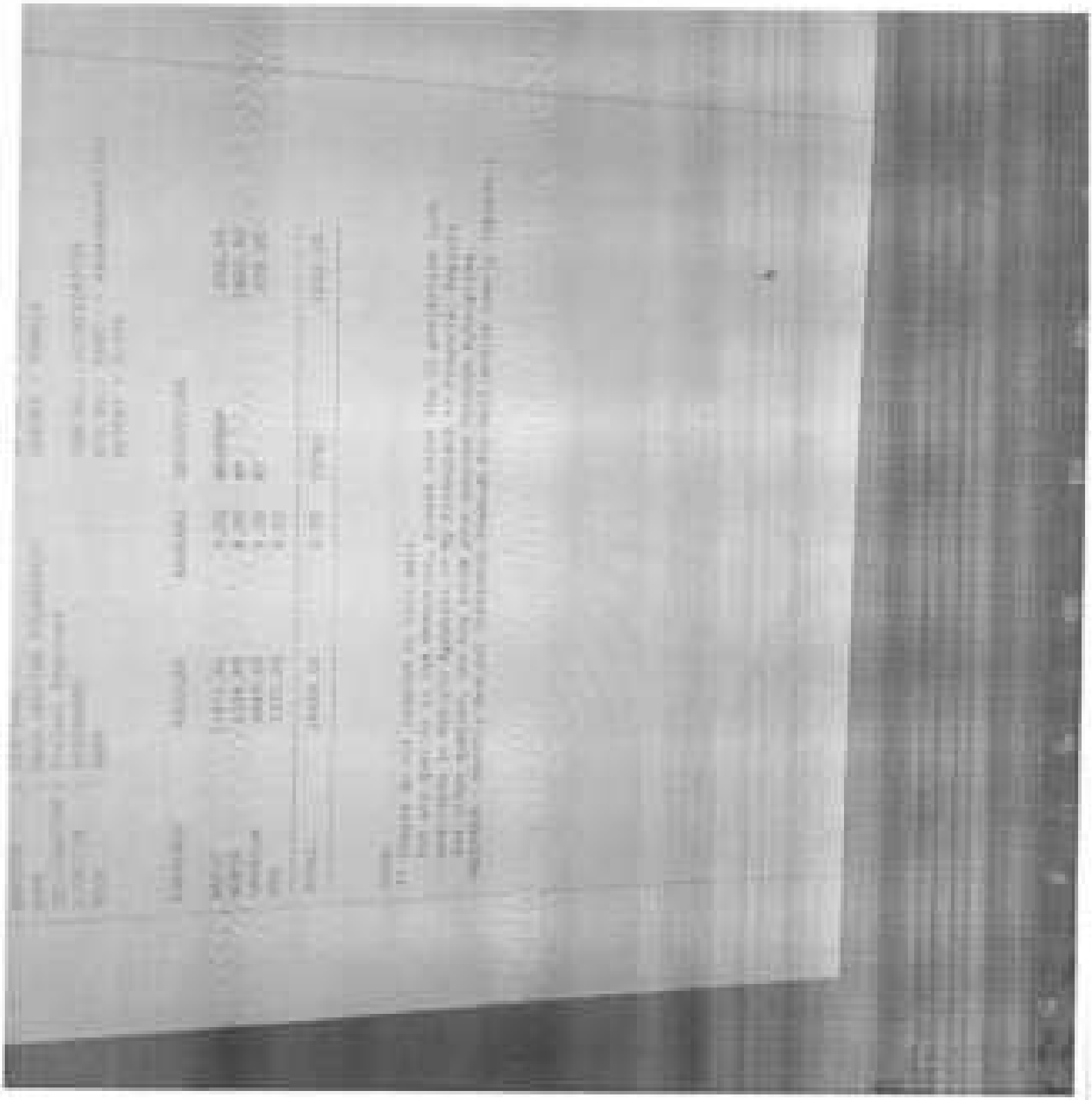
d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your remuneration are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

184 BIAO5H2.



APPOINTMENT LETTER

January 22, 2022

Dear NAGA DEEPIKA POLAVARAPU,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications certified on the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure (I) - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure (I). The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Cognizant

1320174053

17-Jan-2022

Sai Pradeep Polimetla
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Sai Pradeep Polimetla,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 to 6 months.** Your internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor moments, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the role of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT mine as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestones are the eligible factors for processing Stipend

- stipend and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualifications
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Deck 5 Software Inc.

Dated: November 7, 2022

Dear Pongoti Vinay Kumar,

With reference to your interview on November 4, 2022, we are happy to inform that you are selected for the profile of **Software Developer** in our company. You will get an annual CTC of **INR: 7,20,000 / annum.** This amount also includes all fixed and variable salary components. You are expected to join our company on November 28, 2022, (Reporting Time: 10:00 AM) for further joining formalities. Therefore, you must bring below mentioned original copy (will be returned) of documents along with photocopies.

List of documents required at the time of joining

- 3 latest passport size photographs
- Government ID proof (Photocopy + Original for reference)
- Address Proof (Photocopy + Original for reference)
- 10th, 12th, Graduation and Post Graduation (if any) education certificates (Photocopy + Original for reference only)
- Additional qualification certificate photocopies (if available).
- Also bring previous work experience and relieving letters (Photocopy + Original for reference)

Joining Location

Deck5 Software Inc.

D 86, Sector 63, Himayath Nagar

Hyderabad, Telangana, India

Authorized Signatory

Signature

18481A05115

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, 28 Oct 2021 at 5:34 pm
To: posinasandhya@gmail.com <posinasandhya@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref No- MPHTH_CC2022-2216

Dear Posina Sandhya,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in AFPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

18481A05H5
P. Sandhya

Gmail

durga anamalla <thanvigec@gmail.com>

Fwd: Mphasis_Letter of Intent!

1 message

POSINA SANDHYA <posinasandhya@gmail.com> Sat, Mar 5, 2022 at 9:26 AM
To: "thanvigec@gmail.com" <thanvigec@gmail.com>

---------- Forwarded message ----------
From: **Mphasis - Campus Hiring** <campushiring@mphasis.com>
Date: Thu, 28 Oct 2021, 5:34 pm
Subject: Mphasis_Letter of Intent!
To: posinasandhya@gmail.com <posinasandhya@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2210

Dear Posina Sandhya,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

1848A0549

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213747795/Hyderabad
Date: 16/10/2021

Ms. Sri Pallavi Pothuri
5-27/45Nagarajupalli Road,
Nagarajupalli Road,
Martur-523301,
Andhra Pradesh.
Tel# 91-9492122175

Dear Sri Pallavi Pothuri,

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.80,000** 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
[illegible]

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Sreya Pattari
Sri Sai Residency Flat no-105, opp Rajendra Nagar 3rd lane
Gudivada
521301
IN

Dear Sreya,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/5, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Software Development Engineer** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **30 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. **Date of Commencement**

   Your employment with Amazon India will commence on **18-Jul-2022**.

2. **Duties**

   2.1. You will be employed in the position of **Software Development Engineer**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities.

18401205118

amazon | Development Centre
India

OFFER CUM APPOINTMENT LETTER

Sreya Potluri
Sri Sai Residency Flat no 103, opp Rajendra Nagar 3rd lane
Gudivada
521301
RI

Dear Sreya,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Software Development Engineer** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. **Date of Commencement**

Your employment with Amazon India will commence on **18-Jul-2022**.

2. **Duties**

2.1. You will be employed in the position of **Software Development Engineer**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities

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

Tel : +91 - 80 - 6787 8000, Fax : +91 - 80 - 6807 8001 / 14 CIN : U72200KA2004PTC034222

advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

2.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

2.4 Unless specified in writing, you shall not be authorized to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

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

4. Place of Work

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister companies, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic,

REGISTERED OFFICE : 4 (SEZ), Brigade Sarjapur, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Mallesharam (W) Bangalore - 560 055, Karnataka
India

Tel. : +91 - 80 - 6707 0000, Fax : +91 - 80 - 6707 0010 / 10 DIR :
CIN U72900KA2004PTC034615

you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

5. Remuneration

5.1 Your Annual Base Pay will be Rs.**1,550,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the second Monday in July of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.

5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

5.3 You will also receive a sign-on bonus of Rs.**950,000** for the first year and Rs.**600,000** for the second year, which will be paid in twelve monthly instalments, starting at the end of your first month of employment, subject to your continued employment with the Company. The said bonus amount will be payable in accordance with the Company's standard payroll practice and subject to withholding applicable taxes. If your employment with the Company is terminated for any reason during your first two years of employment, the said monthly payments will cease after the date of termination and you will not be entitled to any further payments.

6. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

[illegible]
[illegible]
India

Tel : +91 - 80 - [illegible], Fax : +91 - 80 - [illegible]
[illegible]

184 8140 5119

Virtusa : NeuralNetwork 21 V2.0 - Congratulations !

[illegible]

[illegible]

Dear [illegible],

Greetings from Virtusa!

[illegible]

[illegible]

[illegible]

Designation : Associate Engineer
Location : Virtual for now hiring
CTC : 4.5 p.a.
Training Period : 3 months
Service Agreement : Yes - [illegible]
Tentative Start Period : [illegible]

(Note : Offer Letter and other details to be delivered to the new-joiner at Day 1)

[illegible]

[illegible]

Regards,
[illegible]
[illegible]
[illegible]

Sowmya

virtusa

VIRTUSA CONSULTING SERVICES PRIVATE LIMITED
No.34, IT Highway,
Navallur,
Chennai – 600130

Payslip For : OCT 2022

Amount in INR

Employee Code	8130728		
Virtusa Employee code		Employee Name	Sowmya Polu
		Bank Name	HDFC Bank
Designation	Associate Engineer - Technology		
Department	400	Account Number	50100517807746
Location	HYD CAMPUS	PAN	NEBPS0024M
PF Number	APHYD0061S3700000CH21	DOB	14-04-2001
UAN	101831787040	DOJ	31-05-2022
LOP Days	0	Work Days	31
Gender	F	Global DOJ	
LOP Reversal	0	Regime Type	Old Regime
		PAY MODE	ACTIVE

Earnings	Amount	YTD	Deductions	Amount	YTD
Basic Salary	14,000.00	70,482.00	Provident Fund	1,800.00	9,000.00
Hopes Rent Allowance	7,000.00	35,228.00	PF Arrears	0.00	91.00
ADV Statutory Bonus	1,500.00	7,548.00	Professional Tax	200.00	1,000.00
Special Allowance	9,527.00	47,942.00	Employee Welfare Fund	50.00	250.00
Gross Earnings	32,027.00	161,168.00	Gross Deductions	2,050.00	10,341.00
Total Gross Earned		32,027.00	Total Gross Deduction		2,050.00
			Net Pay :		29,977.00

Amount in words : Twenty Nine Thousand Nine Hundred and Seventy Seven Only

** This is a computer generated payslip and does not require signature and stamp

APPOINTMENT LETTER

January 29, 2022

Dear GURRATUL AIEN,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your Appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

I. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to sub customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

II. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

III. Other Benefits:

You will also be eligible for:

1848MA0512

NALINSOFT

APPOINTMENT ORDER

October 03, 2022

To

Mr. Rakesh Ganesh,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of

Assistant Software Engineer in our Organization, Your Employee ID: 99211346.

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 350000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you

For

Sincerely,

NALIN SOFT TECHNOLOGIES
6-3-847/1/B, 2nd Floor, Dwarakapuri Colony, Punjagutta, Hyderabad, Telangana, India- 500082
Email: hr@nalinsoft.com

18481A0512

iPrism Technologies

EMPLOYMENT OFFER

Date: 18th July 2022

Dear Mr. Ramineni Krishna Sai,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff fraternity at **iPrism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomever the Company deems fit to be your supervisor.

Terms and Conditions:

1. Your reporting date is **25th July 2022**. Your base location will be Hyderabad but you are required to travel anywhere as per the project requirements.
2. You will be under an employment contract of 2 years (24 Months).
3. You will submit all the original certificates of your graduation to the company.
4. Your compensation will be **Rs.3.50 Lakh** per annum.
5. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 36 months by paying INR 3,00,000 towards the training expenses company would have incurred.
6. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
7. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Kishor V R

Manager- Recruitment

: iPrism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

Cognizant

18481A05I4

08-Feb-2022

Dear Reddy Lakshmi Naveen Kumar,
B.Tech, Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 19726099

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 **401,000/-**. 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. This 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 **499,000/-**. 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, 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.

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

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, if offered to you.

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

18481A0534

cognizant

Cognizant Technology Solutions India Private Ltd
Payoffs for the month of Aug 2022
Financial Period 2022-2023

Private & Confidential

Associate Information

Mr. Reddy Lakshmi Sravan Kumar

Associate ID	[illegible]	Location	[illegible]
Designation	Programmer Analyst Trainee	Vertical	[illegible]
Gender	Male	Week Off	[illegible]
Date Of Joining	[illegible]	EOS Number	
[illegible]	[illegible]	Status	[illegible]
[illegible]	[illegible]	Available Calendar Days	[illegible]
[illegible]		Paid Days	[illegible]
[illegible]		Loss of Pay Days	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Professional Tax	[illegible]
House Rent Allowance	[illegible]	Provident Fund Employee Contribution	[illegible]
Conveyance Allowance	[illegible]	TDS	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Education Business Bonus	[illegible]		
Internet Allowance - 100%	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deductions	[illegible]

(C) Net Salary (*) (A) - (B)	[illegible]
(D) *Net Arrears	[illegible]
(E) Total Pay (*) (C) + (D)	[illegible]

* Please refer statement for Arrears details

This is a computer generated pay-slip and is not valid under authorised.

1848A0515

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
29-09-2022

Greetings!

Dear **Ms. REDROWTHU NEELIMA,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad.** Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive.

MAPLE Software Private Limited
D. No. 10-50-84/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002

APPOINTMENT LETTER

January 21, 2022

Dear Ramachandraiah Praveen Kumar,

Welcome to Wipro Limited ("Company") Wipro and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is subject to Wipro. Please be informed that the terms may be modified pursuant to changes in the Company policy notified from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. The offer is contingent for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to you band and tenure. Unless confirmation is communicated in writing, your probation period shall be deemed to have been confirmed.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, gratuity, etc.

e. We encourage support of our global customers through various Company facilities in India to cost-effective requirements by operating shift. This would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind the business needs and deployment to customers.

f. This offer of appointment is subject to your successful completion of all formalities/ requirements as may deem by the Company including but not limited to the degree/diploma and the requirements, including aggregate specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications in relation to the date of appointment.

g. The copy of this letter fully signed by you, has to be immediately submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay: The details of this compensation are shown in Annexure III. The Variable Pay program may be changed or modified in part or full based from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company, as well as your sense of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your location and location of posting.

b. Perquisites, if any, as applicable to your band and tenure and/or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the scheme applicable to your band and tenure.

d. Leave Travel Assistance (LTA) as per the Company policy.

e. Wipro Medical Insurance Scheme (MISS) provided you are not covered under the scheme of the ESI Act.

f. Employee Benefit Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and retirement cash surplus.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [illegible]

4. Responsibilities:

a. In view of your position at the office, you would be expected to perform all responsibilities efficiently, diligently and to the best of your ability and sincere results. There may be periods when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation, image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure integrity in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Correspondingly, you are required to understand the policies and make sure to follow and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with its practice, Wipro retains at discretion to conduct the Policies that which could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, to be brought to the notice of your Business Unit Head and appropriate disciplinary actions and the consequences.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignment (whether paid or not) or full time, or an advisory capacity or otherwise directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or operation any relationship with any person, firm or business which are or shall be in conflict with the interests of Wipro.

ANNEXURE [illegible]

SALARY STRUCTURE

Name: [illegible]

Designation: Project Engineer

Current Salary: [illegible]

The draft monthly salary is detailed below:

Components	Amount (INR)
Basic	[illegible]
HRA	[illegible]
Bonus	[illegible]
Flexi Benefits Plan (FBP)	[illegible]
Total Fixed Cash	**[illegible]**
PF (Employer Contribution)	[illegible]
Gratuity (4.81% of Basic)	[illegible]
Total Fixed Compensation	**[illegible]**
Other Company Paid Benefits	
Health Cover (Medical)	[illegible]
Variable Pay	
Target Variable Pay	[illegible]
Target Total Compensation per annum	**[illegible]**
Total Cost to Company per annum	**[illegible]**

Upon successful completion of [illegible] in your basic towards provision of Gratuity. Employee will be eligible for payment of gratuity as per the Allpro Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following annual Company Benefits to help you manage during outgoing:

1. Overseas Internet Data Card of Rs. [illegible] monthly location deposits or Gratuity purchase of a new smartphone
2. Overseas Internet Data Card subsidy from 6 weeks of life. Monthly and 3 monthly global travelers insuring Mobile or Wireless Health in conversion family or self-insurance
3. Medical assistance of Rs. [illegible] per annum for employees who are not covered under Rs 5 L scheme
4. Medical Insurance Coverage up to Rs. [illegible] per annum

ANNEXURE – [illegible]

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and is not an integral payment to your salary after 12 months from the date of joining. The bonus will be paid as per the details below and will be subject to applicable deductions and withholdings.

Year	Bonus
[illegible]	[illegible]
End of 18 months	[illegible]
[illegible]	[illegible]
End of Year 3	[illegible]

Please note the terms and conditions:

i. The special bonus is subject to:

a. your being "settled" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date.

ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. This notice is understood and accepted by you.

iii. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable on pro rata basis of bonus payouts.

iv. In the event of your deputation to a location outside your home location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

v. The management team reserves the right to make changes to this program at any time during the year. In the event of an exceptional circumstance the management reserve decision on this payout would be final and binding.

vi. You shall keep the contents of this offer confidential.

ANNEXURE – [illegible]

I hereby confirm that I will submit the required documents/certificates including but not limited to mark sheet and Provisional or Consolidated Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my background meeting the Company's eligibility criteria and submission of the above mentioned.

Cognizant

LEVI POGIA

07-Jan-2022

Murali Manohar Bhanu Ruttala
B.Tech Computer Science
Gudlavalleru Engineering College, Gudlavalleru

Dear Murali Manohar Bhanu Ruttala,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sivakumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1848/A01E8

TRINITI

Triniti Advanced Software Labs Pvt. Ltd.
3rd Floor, Ashoka My Home Chambers
1-8-301 to 303, S. P. Road
Hyderabad 500 003
T : (91) 40 2789 3939
T : (91) 40 6672 3800
www.triniti.com

October 25, 2022

To,
Mr. Sree Anil Babu
H.No: 54-19-20/1
Noida Bar Center
Chittoorpuram
Vijayawada
Andhra Pradesh
Pin Code: 520008
Email: akk171102003@gmail.com
Phone # 9666761613

Dear Anil Babu,

I am pleased to offer you a position as an Associate Trainee starting November 01, 2022 or upon departure from your current position. We are enthusiastic about the contribution that you can make to the Triniti Advanced Software Labs., both in the short term and well into the future. We feel that we are uniquely positioned to allow you to both pursue your personal interests as well as leverage your skills in our consulting and product development practices.

1. I have the pleasure in issuing you a letter of appointment with Triniti Advanced Software Labs Private Limited (TASL), the details of which are as under:

Post:	Associate Trainee
Employee Number:	To be assigned upon joining
Level:	High Technology Practice
Location:	Hyderabad, India
Reporting to:	Mr. Vijay Kumar Gubbala
Start Date:	November 01, 2022

This appointment is subject to the terms and conditions contained in this letter and such other terms and conditions of service for the Company, as may be in force from time to time.

2. Salary

Your monthly gross remuneration (Cost to Company) is Rs.26,600/- gross per month (Rupees Twenty Six Thousand Eight Hundred only) or Rs.3,21,600/- gross per annum (Rupees Three lakhs Twenty One Thousand Six Hundred only), which is constituted of the following: Basic Salary, House Rent Allowance, Fixed and Flexible Allowance Components apart from contribution to Provident Fund. Determination of the precise value of each component of your gross remuneration will have to be determined by you during your first two weeks of employment. In addition, you will be eligible for hospitalization insurance/coverage for self/spouse/children and accident insurance coverage of Rs.15,00,000. The coverage breakdown is as follows: Rs.10,00,000 maximum liability for Medical Claims and Rs. 5,00,000 maximum liability for Accident Claims.

3. Incentive and Career Path

You will also be eligible to receive a performance-related incentive as per the Company's scheme and project targets based on your performance and the Company's performance. Payment of this performance incentive will made at the sole discretion of the Company. The Employee's performance related bonus in the past has ranged from 5-33% of the annual base salary. You will receive continued on job training – in house or outsourced at the company's cost to acquire better skills.

TRINITI

Triniti Advanced Software Labs Pvt. Ltd.
3rd Floor, Ashoka My Home Chambers
1-8-301 to 303, S. P. Road
Hyderabad 500 003
T : (91) 40 2789 3939
T : (91) 40 6672 3800
www.triniti.com

11. You agree that the names and addresses of the Company's customers constitute trade secrets of the Company and that the sale or unauthorised use or disclosure of any of the Company's trade secrets obtained by you during the term of your employment constitutes unfair competition. You agree and promise not to engage in any unfair competition with the Company. For a period of twenty four (24) months immediately following your termination of employment, you shall not directly or indirectly make known to any person, firm or corporation the names or addresses of any of the customers of the Company or any other information pertaining to them, or call on, solicit, take away, or attempt to call on, solicit or take away any of the customers of the Company on whom you called or with whom you became acquainted with, or the names and addresses of which you learned, saw, or became familiar or acquainted with during the term of your employment, either on behalf of yourself, or for any other person, firm or corporation.

12. During the period of your employment you may be transferred to any other work center in the interest of the Company or may be required to undertake temporary duties in places other than those in which you are ordinarily engaged to work and you will be paid for the expenses incurred in such relocation.

13. Contract of employment is binding on the employee for a minimum period of 24 months (commencing from the date of his joining with the employer and in the case of a breach there of by employee, his termination or on his dismissal as per clause 7 shall be made good by the employee by payment of indemnity charges of Rs.1,00,000 to the employer i.e TASL.

14. An employee's departure from the Company after completion of the binding period will result in reimbursement to the Company of training course fees. After completion of the binding period, employees are required to reimburse costs of training incurred six (6) months prior to their departure from the company.

Anil Babu, please retain this copy and send a signed original copy to this address: Triniti Advanced Software Labs Pvt Ltd, ATTN: Jyotsna Singh, Office Assistant, 3rd Floor, Ashoka My Home Chambers, S P Road, Secunderabad. I look forward to a mutually fruitful and continued working relationship with you.

For Triniti Advanced Software Labs Pvt Ltd.,

Anandha Padmanabhan
Director-Operations

I hereby confirm acceptance of the above.

Acceptant: _____ Start Date: _____

Date: _____

Offer: Computer Consultancy
Ref: TCSL/CT20213744472/Hyderabad
Date: 16/10/2021

Mr. Sai Manikanta Sammeta
3-70/Kutinepalli Road,
Bharath Gas Agency,
Vijayawada-521358,
Andhra Pradesh,
Tel# 91-9948665138

Dear Sai Manikanta Sammeta,

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
[illegible]
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 Services: 1800 209 5111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Sai Manikanta Sammeta
Designation	Assistant System Engineer/Trainee
Institute Name	Gudlavalleru Engg. College, A P

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	21,288
Gratuity	711	8,523
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	5,36,877
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. 3,800/- 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	9,914	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 Service Line: 1800 209 3111 Email: careers@tcs.com

[illegible]

wipro

APPOINTMENT LETTER

January 27, 2022

Dear Sravan Kumarchary,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company are stated below. Please be informed that the terms may be modified as subject to changes to the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your fitness and suitability. Unless communicated in writing, your probation period shall be deemed to have been completed.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate companies, in such capacity as the Company may determine to other departments, in such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, periods, etc.

e. We should support to our global customers through various Company locations in order to suit customer requirements by operating 24x7. Tax results for operating from any of these locations are in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and preferences to customers.

The offer of appointment is subject to your successful completion of all particular requirements as laid down by the Company/Institution for award of the degree/diploma and any requirements, including legitimate, prescribed by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications and before the date of appointment.

f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay – The details of this component are listed in Annexure III. The Variable Pay program may be changed or modified in part or full forward from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your tenure and location of posting.

b. Provident Fund as applicable to your band and tenure and/or based on functional requirements as determined by the Company.

Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and tenure.

c. Leave Travel Assistance (LTA) as per the Company's policy.

d. Wipro Medical Insurance Scheme (MIS) provided you are not covered under the scheme of the EIS Act.

e. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, provident benefit plan and medical insurance cover.

f. Please refer to the detailed policies in the Company's intranet portal, i.e. **[illegible]**.

4. Responsibilities:

a. In view of your position with Wipro, you should be expected to perform all responsibilities effectively, diligently and to the best of your ability and above reports. There may be times when you will be expected to work beyond hours to achieve the above when the job so requires. In addition, you are required not to engage in activities that have or will have an adverse impact on the reputation, image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure integrity in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policies") as they form an integral part of the terms of your employment with Wipro. Correspondingly, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and modified to implement from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any violation or deviation to compliance that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage devoted exclusively to the work assigned by Wipro and you shall not take up any independent or individual assignments, whether part time or full time, in an advisory capacity or otherwise, directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need of your part, during your employment and for a period of one year from the cessation of your employment with the Company, consideration of the circumstances of, or the reasons for, the cessation that may arise. Please or encourage.

18481A05 52

NALINSOFT

www.nalinsoft.com

APPOINTMENT ORDER

October 03, 2022

To

Mr. Sandra Raja Sekhar,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of

Assistant Software Engineer in our Organization, Your Employee ID: NS011326.

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 350000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

For

Sincerely,

NALIN SOFT TECHNOLOGIES
6-3-347/175, 2nd Floor, Dwarakapuri Colony, Punjagutta, Hyderabad, Telangana, India- 500082
Email: hr@nalinsoft.com

[illegible]

wipro

APPOINTMENT LETTER

February 1, 2022

Dear Rahul Sanjeevan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

1948160574

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, 28 Oct 2021 at 5:33 pm
To: seelam.pujitha20@gmail.com <seelam.pujitha20@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref No- MPHTH_CE2022-2215

Dear Pujitha Seelam,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in AMs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you.

18481A05J5

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218410200/Hyderabad
Date: 16/10/2021

Mr. Firoz Basha Shaik
20/45 A1Karmikanagar,
Bethavolu,
Gudivada-521301,
Andhra Pradesh.
Tel# -

Dear Firoz Basha Shaik,

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 Service Line: 1800 209 3111 Email: [illegible]

TATA

GROSS SALARY SHEET

Annexure 1

Name	Firoz Basha Shaik
Designation	Assistant System Engineer-Trainee
Institute Name	Gudavalleru Engg. College, A.P

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,794	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 91,750

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. X,800/- 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 Service Line, 1800 209 3111 Email: careers@tcs.com

556

TECHWARE
SOLUTIONS

Date: 29-08-2022.
To: Mr. SHAIK SAJID

OFFER OF EMPLOYMENT

Dear Mr. Shaik Sajid

We are pleased to make an offer as "ASSISTANT SOFTWARE ENGINEER". You will receive a detailed appointment letter after you join & clear your certificate test.

It gives us immense pleasure in inviting you to join **TECHWARE SOLUTION** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation. Your salary will be **Rs.4.25 Lakh** per annum.

On your joining will be required to undergo Process Training for a period of 15 days. Only on successful completion of this training you will be absorbed in the company.

On reporting, please bring seven recent passport size photographs, photocopy of all Educational Certificates, Aadhar Card copy, PAN Card copy, Address Proof copy, Last Employer's salary certificate and Relieving Letter(if applicable).

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company policy") of TECHWARE Solution as applicable, enforced, amended or altered from times to time during the course of your employment.

Your date of joining will be 26-10-2022

We look forward to a mutually rewarding relationship.

Thanking you.

TECHWARE SOLUTION

HR MANAGER

#4-85/2,PMR Residency, Brundavan Nagar, Street No.8,Habsiguda, Hyderabad-500007
www.techwaresolution.in

1849180539

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 22-08-2022

Place : Hyderabad

To,

Mr. SHAIK SAMEER,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization .

Your salary will be **Rs.4.00 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **29th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO: 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040-64525424,
www.lvglobalsolutions.com

1846M05J8

LARSEN & TOUBRO

Larsen & Toubro Limited
Construction
Power Transmission & Distribution
[illegible]
Telephone: [illegible]
Tel: [illegible]
Fax: [illegible]
[illegible]

Ref : GET [illegible]

23rd September 2022

Ms. Shark Shukana
Godfreedkers Engineering College
Contact No. 9496307814

Dear Madam,

Sub: Appointment as Graduate Engineer Trainee

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

You are hereby advised to complete the pre-employment medical checkup at the earliest. Please note that your offer of training will be strictly subject to your being medical fit by our Company's doctor.

Your training commences from **10th October 2022** with pre-joining activities on **03rd October 2022**. Accordingly, you are required to report at Chennai Head Quarters Office on **04th October 2022**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that requests for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original. (Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining)
- Course Completion Certificate (if your final semester final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatory photo should be taken in business formats in white background (for Men – Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case any information provided in the application is false or incorrect. In case of any clarification, kindly contact Ms Sony Peter / [illegible] / sonyphr@larsen.com.

Yours Faithfully,
for LARSEN & TOUBRO LIMITED

(ROY FREDRICK MUSES)
SR. MANAGER (TALENT ACQUISITION)
POWER TRANSMISSION & DISTRIBUTION E

L&T Construction

SHAIK SHABANA

P.S. No. 20339185

Blood Group : A+

LARSEN & TOUBRO LIMITED

Employee Name	SHAIK SHABANA - [illegible]			Pay Period	[illegible]
Division	[illegible]	PAN No	[illegible]	Bank Name	[illegible]
Unit Location	[illegible]	PF No	[illegible]	Account No	[illegible]
Days	[illegible]	Payment Mode	[illegible]	Net Payable	[illegible]

Days	Number	Basic
[illegible]	[illegible]	[illegible]

Earnings		Arrears(Rs)	Deductions		Arrears(Rs)	Gross Salary	
BASIC	[illegible]	0.00	PF	[illegible]	0.00	GROSS SALARY	[illegible]
HOUSE RENT ALLOWANCE	[illegible]	0.00	PROFESSIONAL TAX	[illegible]	0.00	EXEMPTION UNDER SECTION 10	0.00
EDUCATION ALLOWANCE	[illegible]	0.00	MEDICAL INSURANCE SCHEME	[illegible]	0.00	BALANCE	[illegible]
TELEPHONE ALLOWANCE	[illegible]	0.00	Group Term Life Insurance Scheme	[illegible]	0.00	1/3 OF BASIC PLUS DA	[illegible]
CLOSE BALANCE	[illegible]	0.00				NET ANY OTHER INCOME REPORTED BY THE EMPLOYEE	0.00
						GROSS TOTAL INCOME	[illegible]
						DEDUCTION UNDER CHAPTER VI-A	[illegible]
						OTHER SECTIONS UNDER CHAPTER VI-A	[illegible]
						TOTAL INCOME	[illegible]
						TAX ON TOTAL INCOME	0.00
						TAX PAYABLE ON THE GROSS INCOME	0.00
						TAX DEDUCTED AT PAY	0.00
						TAX PAYABLE ON PAY PLUS ARREARS	0.00
						Total Earnings	[illegible]
						Total Deductions	[illegible]
Total	[illegible]	0.00	Total	[illegible]	0.00		

Perks/Pvtg (Illegal Income)		Investment Details		Rec. IT Exemption		Loan Balance	
TOTAL PERKS		LIC - CONTRIBUTION	[illegible]				
		TOTAL OF INVESTMENTS	[illegible]				

[illegible]

Cognizant

18481 A03 J9

15-Jan-2022

Shaik Shabbeir Ahammad
B.Tech Computer Science & Engineering
Gudavalleru Engineering College, Gudavalleru

Dear Shaik Shabbeir Ahammad,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Mindtree
A Larsen & Toubro Group Company

Date:23-Dec-2021

To

Siddhartha Kurma
INDIA

Dear Siddhartha Kurma,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

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 have completed/ complete the Degree which you pursued/ are now pursuing, without any backing 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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

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. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you in transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Deck 5 Software Inc.

Dated: November 7, 2022

Dear Sinangi Samuel,

With reference to your interview on November 4, 2022, we are happy to inform that you are selected for the profile of **Software Developer** in our company. You will get an annual CTC of **INR: 7,20,000 / annum.** This amount also includes all fixed and variable salary components. You are expected to join our company on November 28, 2022, (Reporting Time: 10:00 AM) for further joining formalities. Therefore, you must bring below mentioned original copy (will be returned) of documents along with photocopies.

List of documents required at the time of joining

- 3 latest passport size photographs
- Government ID proof (Photocopy + Original for reference)
- Address Proof (Photocopy + Original for reference)
- 10th, 12th, Graduation and Post Graduation (if any) education certificates (Photocopy + Original for reference only)
- Additional qualification certificate photocopies (if available).
- Also bring previous work experience and relieving letters (Photocopy + Original for reference)

Joining Location
Deck5 Software Inc
B 99, Sector 63, Himayath Nagar
Hyderabad, Telangana, India

Authorized Signatory

Signature

Cognizant

18481A05K2

30-Apr-2022

Dear **Sirapuramma LMN,**
B.Tech, Computer Science & Engineering
Gudavalleru Engineering College, Gudavalleru

Candidate ID – **10033414**

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**

You are entitled to an Annual Total Remuneration (ATR) of INR **675,348/-**. This includes an annual target incentive of INR **22,500/-**. The amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**.

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

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

Please note:

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

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within the 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 require.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (if offered to you) 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 avail to either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you)

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (if offered to you)

18-5 KB

cognizant

Sirazunnisa

2107902

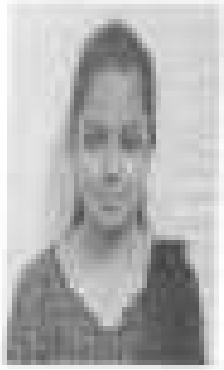
2107902

Emergency Contact
[illegible]

[illegible]

Cognizant Technology Solutions India Pvt. Ltd.
[illegible]

18481A05K2



Candidate Name (E)	Date of Joining	Telephone Number	Exit Interview
[illegible]	[illegible]	[illegible]	[illegible]
Date of Birth	**Blood Group**	**Aadhar Card Number**	
[illegible]	[illegible]	[illegible]	

Cognizant Address

[illegible]

[illegible]

Security Health & Safety Guidelines for Visitors to Cognizant Premises

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Emergency Contact

- [illegible]
- [illegible]

[illegible]

Candidate Name (E)	Date of Joining	Telephone Number	Exit Interview
[illegible]	[illegible]	[illegible]	[illegible]
Date of Birth	**Blood Group**	**Aadhar Card Number**	
[illegible]	[illegible]	[illegible]	

Cognizant Address

[illegible]

[illegible]

1348/AC5K3

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022.

Greetings!

Dear **Mr. SIRIGIRI RAJA SEKHAR,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad.** Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive.

MAPLE Software Private Limited
D. No. 10-50-94/C 3rd Floor Sun Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002

Cognizant

18481A05K4

17-Jan-2022

Surapaneni Mohan Sai
B.Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Surapaneni Mohan Sai,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unscoldable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and leave spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

wipro

Amendment to Appointment Letter

WELCOME TO WIPRO

June 2, 2022

Dear Raja Talabattula,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two sections ("Appointment Details") and ("Notice Period & Termination") of your current Appointment Letter by removing the probation period.

"**Appointment Details**" will be replaced with the following:

"Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. The retirement age is 58 years.

c. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

d. We provide support to our global customers through various Company locations in India to avail customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

e. This offer of appointment is subject to your successful completion of all particular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including appropriate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."

"**Notice Period & Termination**" will be replaced with the following:

"Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such duty as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as revised from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, mail data, market data, literature, drawings, efforts and comply with all the relieving formalities imposed by the Company. Further, you shall not make or retain any copies of these items."

1. **No Further Modification**- Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment Letter.

Cognizant

184814005K6

17-Jan-2022

Talari Bhavani
B Tech Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Dear Talari Bhavani,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months.** Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the internship curriculum and will be paid only subject to successful completion of milestones as outlined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The internship timings would be for 8 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:
- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

1848 LA05K7

iPrism Technologies

EMPLOYMENT OFFER

Date: 18th July 2022

Dear Mr. Tanniali Hemanth,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff Fraternity at **iPrism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whomsoever the Company deems fit to be your supervisor.

Terms and Conditions:

63. Your reporting date is **25th July 2022**. Your base location will be Hyderabad but you are required to travel anywhere as per the project requirements.
64. You will be under an employment contract of 2 years (24 Months).
65. You will submit all the original certificates of your graduation to the company.
66. Your compensation will be **Rs.3.50 Lakh** per annum.
67. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 36 months by saving INR 3,00,000 towards the training expenses company would have incurred.
68. The working hours of the office are Monday to Saturday 8:00 AM to 6:00 PM.
69. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Kamal V R

Manager - Recruitment

iPrism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

1B4E1A05K8

APPOINTMENT LETTER

January 21, 2022

Dear Sweetreddy Sowmya,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be intro policy updated from time to time.

1. **Appointment Details:**

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Com the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these lo Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requir other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. **Compensation:**

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discret

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

DHUNIS

INNOVATION
For Your Ideas

STRICTLY PRIVATE & CONFIDENTIAL

Date :- 14-11-2022

To
Mr. TGV PRANEETH RAO NAIDU

APPOINTMENT LETTER

Dear **Mr. TGV PRANEETH RAO NAIDU**,

This has reference to your application and the subsequent discussions you had with us, **28-11-2022** on the following terms and conditions:

37. **Position:** You are being appointed as **"Module Lead"**.
38. You will initially be based at **Visakhapatnam.**
39. Your appointment is subject to your being medically fit at all times.
40. **Compensation and Benefits:** You will receive compensation of 3,50,000- per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.
41. **Posting & Transfer:** Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.
42. We assure you of our support for your professional development and growth.

Dhunis Technologies Pvt.Ltd

Authorized Signatory

13 - SLD

Gmail

Sai Pooja <saipoojathulam@gmail.com>

Mphasis_Letter of Intent!

Mphasis - Campus Hiring <campushires@mphasis.com>
To: "saipoojathulam@gmail.com" <saipoojathulam@gmail.com>
Cc: "placementofficer@gecgudiavalleru.ac.in" <placementofficer@gecgudiavalleru.ac.in>

Thu, Oct 28, 2021 at 5:30 PM

Ref No: MPHFN_22/2021-2222

Dear Resource: Sai Pooja Thulam,

College Name: **Gudiavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview, We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of "**Associate Software Engineer**" in **Band 1, Level 3** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirements. In case of any location constraints, we will not be able to hold your candidature forward and will proceed with LLC Cancellation.

- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirements.

As you are currently in your final year of graduation and are planning to start working, Mphasis can be the right place for you to build a long thrifty career. We believe we have a tremendous opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless innovation and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations.
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

1 Joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to revoke or recall this letter of intent at any time without assigning any reason.

Mphasis_Letter of Intent!

Inbox

Mphasis - Cam... 10/28/2021
to me, placementofficer...

Ref.No- MPHTH_CC2022-2257

Dear Sravankumar Tikkavarapu,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5, Level 2** with Mphasis. The gross compensation will **INR 4,00,000(INR Four Lakhs only) annum.**

1848 1A0562

meltag

OFFER LETTER

05th September 2022

Ref: 2022-23/943/MASE1274

Dear Mr. TRIPURANESI NAGA SAI LAKSHMI

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.4.00 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

iBASE Solutions

Dated : 18-11-2022

Ref. No: 2022-25/11/1134
Dear Ms. TUMMALA GREESHMA

CONDITIONAL OFFER LETTER

Greetings from I Base Solutions.

We are pleased to offer you "Web Development Engineer" at "I Base Solutions" starting from 28th November 2022. During this period, you will be reporting to selected representative of the company for the due responsibilities mentioned on the Joining Date.

Terms & Conditions:

You will be compensated 400000/- per Year. You will be paid in accordance with the Company's normal payroll practices.
You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. In addition to the duties that were outlined during your work, you shall perform such other duties as are customarily associated with such position and as the CEO, or its authorized representative may ask for from time to time require.

Please note that your work with the company constitutes "at-will" employment. This means, that our employment relationship may be terminated at any point of time subject to your performance.

To indicate your acceptance, please acknowledge this email with your consent.

With Best Wishes,

Sindhu Sathavelli
HR Manager

Payslip

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

wipro

Amendment to Appointment Letter

WELCOME TO WIPRO

May 5, 2022

Dear Suhanika Tungare,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two sections ("Appointment Details") and ("Notice Period & Termination") of your current Appointment Letter by removing the probation period.

"**Appointment Details**" will be replaced with the following:

"**Appointment Details**

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. The retirement age is 58 years.

c. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

d. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

e. This offer of appointment is subject to your successful completion of all particular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including appropriate specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on before the date of appointment.

f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."

"**Notice Period & Termination**" will be replaced with the following:

"**Notice Period & Termination**

Your employment with the Company shall be terminable, without reasons, by either party giving three months notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from work date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as amended from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulas, books, documents, price data, market data, dossiers, drawings, effects and records with all the relieving formalities required by the Company. Further, you shall not make an return any copies of these items."

1. **No Further Modifications.** Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment Letter.

APPOINTMENT LETTER

[illegible]

Dear Suhanna Tungala,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is stated below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment will be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your level and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 60 years.

d. You may be considered to any other location, department, function, establishment or branch of the Company or subsidiary, associate or affiliate company, or such reporting as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in order to suit customer requirements as operating that. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all particular requirements as laid down by the university/institution for exams of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications mentioned that date of appointment.

g. The copy of this letter copy signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure-II - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure-II. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

1846/ADSL6

TATA

Offer: Computer Consultancy
Ref: TCSL/CT202137S7447/Hyderabad
Date: 16/10/2021

Ms. Sri Naga Sai Gayathri Vadavalli
6-31/26th Lane,
Rajendra Nagar,
Gudivada-521301,
Andhra Pradesh,
India -

Dear Sri Naga Sai Gayathri Vadavalli,

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.68,000** 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

18 - 5L3

Gmail Chandrakala Vadlamudi <chandrakalavadlamudi4@gmail.com>

Mphasis_Letter of Intent!

Mphasis - Campus Hiring <campushiring@mphasis.com> 30 October 2021 at 17:27
To: "chandrakalavadlamudi@gmail.com" <chandrakalavadlamudi@gmail.com>
Cc: "placementofficer@geguduvallaru.ac.in" <placementofficer@geguduvallaru.ac.in>

Ref.No:- MPHTN_CC2021-2124

Dear Chandrakala Vadlamudi,

College Name: **Gudavalleru Engineering College.**

Greetings from Mphasis!!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 3, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in ADMs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

18 48 Mosmo

wipro

APPOINTMENT LETTER

February 1, 2022

Dear Manyusha Vallur,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Offer: Computer Consultancy
Ref: TCSL/CT/921375105/Hyderabad
Date: 16/10/2021

Ms. Lakshmi Pragitha Vangapalli
3-23aDhenuvakonda,
Kumman Bazar,
Dhenuvakonda-523263,
Andhra Pradesh,
Tel# 91-9440006007

Dear Lakshmi Pragitha Vangapalli,

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

184.81ACSM2

TATA

Ref: TCSL/CT20213751059/1603998/Hyderabad
Date: 21 May 2022

MS. LAKSHMI POOJITHA VANGAPALLI
3-23a Dhenuvakonda,
Kummari Bazar, Dhenuvakonda,
Andhra Pradesh-523263

Sub: Joining Letter

Dear Ms. Lakshmi Poojitha Vangapalli,

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

We are pleased to inform you that your joining date at TCSL will be **14th July 2022** , your joining location is **Hyderabad** and work location is **Hyderabad** . This has been provided considering your preference and business requirements.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
[illegible]

1843/60LMS

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213749069/Hyderabad
Date: 16/10/2021

Ms. Purna Lalitha Vangara
Flat 301, Bt TowersSrisail Nagar Road,
Near Bapuji School,
Mangalagiri-522503,
Andhra Pradesh.
Tel# 91-7989256684

Dear Purna Lalitha Vangara,

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 Servicebase: 1800 209 3111 Email: careers@tcs.com

184 61905143

TATA

TATA CONSULTANCY SERVICES

PURNA LALITHA
VANGARA

Card No 111059
Associate No 2133534

Tata Consultancy Services Ltd
TCS House, Raveline Street, Fort
Mumbai 400001, India

18 9 8 1 0 0 5 M 3

...ents/myself/payslip.pdf

...age favorites now

Payslip
AUG 2022

TATA

TATA CONSULTANCY SERV

MS. PURNA LALITHA VANGARA

Employee Details				Payment & Leave Details						Location Details	
Emp No.	[illegible]			Bank Name	HDFC Bank					Location	Bangalore-Brigade B
Grade	[illegible]	MAN	[illegible]	Acc No.	[illegible]					Base Br	TCS BANGALORE
PAN	[illegible]			Days paid	31					Deputy Br	TCS Bangalore
				Leave Balance	EL	X	SL	X	CL	X	MCAU [illegible]

Earnings	Arrears (Rs.)	Current (Rs.)	Deductions	Amount (Rs.)
Basic Salary		14,794.00	Provident Fund	1,774.[illegible]
House Rent Allowance		5,914.00	Professional Tax	[illegible]
Leave Travel Allowance		1,232.00	Health Insurance Scheme Premium	[illegible]
Miscellaneous		[illegible]		
City Allowance		[illegible]		

Total Earnings (Current + Arrears) [illegible] Total Deductions [illegible]

Net Pay [illegible]

Projected Annual Tax Information			
[illegible]	[illegible]	Net Tax Income [illegible]	[illegible]
[illegible]	[illegible]	Total Tax Payment	
[illegible]	[illegible]	Tax Deducted [illegible]	
		Balance Tax	

184 SIMOSMS

TATA

Ref: TCSL/CT20213749069/1634369/Hyderabad
Date: 20 May 2022

MS. PURNA LALITHA VANGARA
Flat 301, BI Towers Srisail Nagar Road,
Near Bapuji School, Mangalagiri,
Andhra Pradesh-522503.

Sub: Joining Letter

Dear Ms. Purna Lalitha Vangara,

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

We are pleased to inform you that your joining date at TCSL will be **14th July 2022** , your joining location is **Bangalore** and work location is **Bangalore** . This has been provided considering your preference and business requirements.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
[illegible]

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213749088/Hyderabad
Date: 16/10/2021

Ms. Srilasya Naga Venkata Sai Syamala Balchu
Opposite Andhra Bank,Main Road,Kakkaluru,Main Road,
Gandhibommacenter,
Kakkaluru-521333,
Andhrapradesh.
Tel# 91-9290928200

Dear Srilasya Naga Venkata Sai Syamala Balchu,

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 'F'. 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

Capgemini

Capgemini Technology Services India Limited
(formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 6000 | Fax: +91 22 7141 2101
www.capgemini.com/in-en

Supersat ID: 1181371

Letter of Intent ("LOI")

Dear Jaswanth Teja,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1181371**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1181371**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1181371**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tajinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Jaswanth Teja
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Regd Office: Pune Hinjewadi Regd. Office No. 1H, Rajiv Gandhi Infotech Park, Hinjewadi Phase-II, MIDC SEZ, Village Mau, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6666 1000 | Fax: +91 20 6666 6000 | CIN: U65110PN1965PLC140600

18481A05M6

zensar

Ref: 0081559_5/1630625

Dated: January 8, 2022

To
Veerla Tulasi Parvathi

Sub: Offer of Employment

Dear Ms. Veerla Tulasi Parvathi,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 8 Annual Compensation® is attached herewith as in Annexure 8 A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

APPOINTMENT LETTER

January 21, 2022

Dear Vaghasiya Ashapuri,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Deck 5 Software Inc.

Dated: November 7, 2022

Dear Vellanki Lokeswar,

With reference to your interview on November 4, 2022, we are happy to inform that you are selected for the profile of **Software Developer** in our company. You will get an annual CTC of **INR: 7,20,000 / annum.** This amount also includes all fixed and variable salary components. You are expected to join our company on November 28, 2022. (Reporting Time: 10:00 AM) for further joining formalities. Therefore, you must bring below mentioned original copy (will be returned) of documents along with photocopies.

List of documents required at the time of joining

- 2 latest passport size photographs
- Government ID proof (Photocopy + Original for reference)
- Address Proof (Photocopy + Original for reference)
- 10th, 12th, Graduation and Post Graduation (if any) education certificates (Photocopy + Original for reference only)
- Additional qualification certificate photocopies (if available)
- Also bring previous work experience and relieving letters (Photocopy + Original for reference)

Joining Location

Deck5 Software Inc

B 99, Sector 63, Himayath Nagar

Hyderabad, Telangana, India

Authorized Signatory

Signature

DHUNIS

IT INNOVATION For Your Ideas

STRICTLY PRIVATE & CONFIDENTIAL

Date :- 14-11-2022

To
Mr. VEMULA VENKATA SAI CHAND

APPOINTMENT LETTER

Dear **Mr. VEMULA VENKATA SAI CHAND,**

This has reference to your application and the subsequent discussions you had with us. **28-11-2022** on the following terms and conditions:

43. **Position:** You are being appointed as **"Module Lead"**.
44. You will initially be based at **Visakhapatnam.**
45. Your appointment is subject to your being medically fit at all times.
46. **Compensation and Benefits:** You will receive compensation of 3,50,000- per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.
47. **Posting & Transfer:** Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.
48. We assure you of our support for your professional development and growth.

Dhunis Technologies Pvt.Ltd

Authorized Signatory

5NO

TECHWARE
SOLUTION

Date: 29-08-2022
To: Mr. VEMURI ROHITH SRINIVAS

OFFER OF EMPLOYMENT

Dear Mr. Vemuri Rohith Srinivas

We are pleased to make an offer as "ASSISTANT SOFTWARE ENGINEER". You will receive a detailed appointment letter after you join & clear your certificate test.

It gives us immense pleasure in inviting you to join **TECHWARE SOLUTION** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation. Your salary will be **Rs.3.75 Lakh** per annum.

On your joining will be required to undergo Process Training for a period of 15 days. Only on successful completion of this training you will be absorbed in the company.

On reporting, please bring seven recent passport size photographs, photocopy of all Educational Certificates, Aadhar Card copy, PAN Card copy, Address Proof copy, Last Employer's salary certificate and Relieving Letter(if applicable).

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company policy") of TECHWARE Solution as applicable, enforced, amended or altered from times to time during the course of your employment.

Your date of joining will be 26-10-2022

We look forward to a mutually rewarding relationship.

Thanking you,

TECHWARE SOLUTION

HR MANAGER

84-85/2,PMR Residency, Brundavan Nagar, Street No.8,Habsiguda, Hyderabad-500007
www.techwaresolution.in

phenom people

1 8481 805113

Date: January 24, 2022

To,
Mr. Sai Kumar Reddy Vuyyuru,
Hyderabad

Subject: Internship

Dear Mr. Sai Kumar Reddy Vuyyuru,

In reference to your application, we would like to congratulate you on being selected for internship with PhenomPeople Pvt Ltd based at Hyderabad. Your training is scheduled to start effective February 03, 2022, to June 01, 2022. All of us at PhenomPeople Pvt Ltd are excited that you will be joining our team!

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

Stipend would be 25,000 per Month. You will be associated with the Engineering team.

The project details and technical platform will be shared with you on or before the commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for **PhenomPeople Pvt Ltd.**

Shiv Thakur
Sr. Manager - Human Resources

Plot No.5 & 6, M.P Tech Park, White Fields Road, Opp. Ramalayam, Kondapur, Hyderabad,
Telangana 500084 Tel: +91 40 2311 9997 Fax: 040 3918 7192
Web: www.phenompeople.com

Y. Hema Sri
[illegible]

Capgemini

Capgemini Technology Services India Limited
(formerly known as [illegible] Global Solutions Limited)
[illegible] Thane - Belapur Road
Nerul Mumbai [illegible] Maharashtra, India
Tel: +91 22 [illegible] (Fax: +91 22 [illegible])
www.capgemini.com/[illegible]

Superset ID: 1128067

Letter of Intent ("LOI")

Dear Hemant Yadavalli,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

iBASE Solutions

Dated : 18-11-2022

Ref. No: 2022-23/11/2487
Dear Ms. YADAVAREDDY RISHITHA

CONDITIONAL OFFER LETTER

Greetings from I Base Solutions.

We are pleased to offer you "Web Development Engineer" at "I Base Solutions" starting from 28th November 2022. During this period, you will be reporting to selected representative of the company for the due responsibilities mentioned on the Joining Date.

Terms & Conditions:

You will be compensated 400000/- per Year. You will be paid in accordance with the Company's normal payroll practices.
You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. In addition to the duties that were outlined during your work, you shall perform such other duties as are customarily associated with such position and as the CEO, or its authorized representative may ask for from time to time require.

Please note that your work with the company constitutes "at-will" employment. This means, that our employment relationship may be terminated at any point of time subject to your performance.

To indicate your acceptance, please acknowledge this email with your consent.

With Best Wishes,

Sindhu Sathavelli
HR Manager

Registered office : I Base Solutions, K12-45/3, II Lane, Srinagar Colony, Punjagutta, Hyderabad.

18481A05N6

meltag

OFFER LETTER

08th September 2022

Ref: 2022-23/943/MARE1159

Dear Mr. YAKKANTI BHARGAV REDDY

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.3.50 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

KARRAMOTHU
KEERTHI

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Ms. YARRARAPU HIMAJA.

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

Your salary will be **Rs.4.00 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 64523424,
www.lvglobalsolutions.com

HCL

YARRARAPU
HIMAJA

52118124

BLOOD GROUP: A +VE

18-506

Gmail

Prasanna Venkatadevi <prasannavenkatadevi@gmail.com>

Mphasis_Letter of Intent!

Mphasis - Campus Hiring <campushiring@mphasis.com> Thu, Oct 28, 2021 at 5:29 PM
To: "prasannavenkatadevi@gmail.com" <prasannavenkatadevi@gmail.com>
Cc: "placementoffice@gecgudlavalleru.ac.in" <placementoffice@gecgudlavalleru.ac.in>

Ref.No- HHHTH_CC2022-2177

Dear Lakshmi Prasanna Venkatadevi,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

19485A0501

MAPLE Software
Private Limited

APPOINTMENT LETTER

Hyderabad,
19-09-2022.

Greetings!

Dear **Ms. MANDADI VYSHNAVI,**

On behalf of **MAPLE Software Private Limited**, I would like to offer you employment with our company starting from **October 17th, 2022** for the position of **Trainee Software Engineer** and You will initially be based at **Hyderabad.** Your appointment is subject to your being medically fit at all times.

Compensation and Benefits: You will receive compensation of **3,00,000** per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Posting & Transfer: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.

We assure you of our support for your professional development and growth.

Please send a signed duplicate copy of this offer letter, expressing your acceptance of the job offer and the terms and conditions of employment. Attached is the agreement letter that you need to sign to confirm your employment terms with our company at the earliest. We look forward to having you as a part of our company.

Regards,

HR Executive.

MAPLE Software Private Limited
D. No. 10-50-84/2, 3rd Floor Suri Towers, Waltair Main Rd, Visakhapatnam, Andhra Pradesh 530002.

1943 SA 0502

meltag

OFFER LETTER

05th September 2022

Ref: 2022-23/943/MASE1213

Dear Ms. GOTTAPU JAHNAVI

We would like to congratulate you on being selected for the designation of "Software Engineer" at Hyderabad. Your compensation will be Rs.4.00 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

1448070504

meltag

OFFER LETTER

05th September 2022

Ref: 2022-23/943/MASE1147

Dear Mr. KOTYANA MOHANA SAI RAM

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.4.00 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organization.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

Date: 1/24/85A6806

Capgemini

Capgemini Technology Services India Limited
(formerly known as IGATE Global Solutions Limited)
IT-1, IT-2, Anti WIDC, Thane - Belapur Road
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4083 | Fax: +91 22 7141 2107
www.capgemini.com/in-en

Superset ID: 2375704

Letter of Intent ("LOI")

Dear GUDAVALLI MANOJ,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

19/1/35 PO 508

TechIndyâ

Name : MADDULA SUGUNA
Employee Id : TISE5005798

10th APRIL 2022

Dear Ms. Suguna,

Congratulations on being selected in our recruitment drive for the post of "Assistant Software Engineer". We will be happy to have you in our team and look forward to a long and mutually beneficial relationship.

You will be in training for 6 months and confirmed there upon. During training you are paid an annual remuneration (CTC) of Rs 8,20,000 (Rupees Eight lakh twenty thousand only). This amount is subject to deductions' for taxes and other withholdings as required by law or the policies of the company. Further salary increments will solely depend on your performance in your duties.

We trust you will do everything in your capability to fulfill the above requirement and join our team. Contact the undersigned if you have any questions.

Sincerely,

Director
Tech Indya IT Services Pvt. Ltd.

Tech Indya IT Services Pvt. Ltd.
#6-3-240/6/1, 2nd Floor, Sarada Street, Prem Nagar Rd, Shyam Rao Nagar,
Banjara Hills, Hyderabad, Telangana 500034.

194R5A0507

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20213749682/Hyderabad
Date: 16/10/2021

Ms. Likitha Punukollu
2-37Rama Temple,
Peithaparupudi,
Gudiwada-521263,
Andhra Pradesh.
Tel# 91-9866363458

Dear Likitha Punukollu,

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

1948540609

TATA

Ref: TCSL/CT20213749682/1604218/Hyderabad
Date: 21 May 2022

MS. LIKITHA PUNUKOLLU
2-37 Ramalayam Temple Opposite Street,
Pedaparupudi, Gudivada,
Andhra Pradesh-521263

Sub: Joining Letter

Dear Ms. Likitha Punukollu,

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

We are pleased to inform you that your joining date at TCSL will be **14th July 2022** , your joining location is **Hyderabad** and work location is **Hyderabad** . This has been provided considering your preference and business requirements.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd.
[illegible]

DHUNIS

INNOVATION
For Your Ideas

STRICTLY PRIVATE & CONFIDENTIAL

Date :- 14-11-2022

To
Ms. PUNUKOLLU LIKITHA

APPOINTMENT LETTER

Dear **Ms. PUNUKOLLU LIKITHA,**

This has reference to your application and the subsequent discussions you had with us. **28-11-2022** on the following terms and conditions:

49. **Position:** You are being appointed as **"Module Lead"**.
50. You will initially be based at **Visakhapatnam.**
51. Your appointment is subject to your being medically fit at all times.
52. **Compensation and Benefits:** You will receive compensation of 3,50,000/- per annum as outlined in the attached sheet. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.
53. **Posting & Transfer:** Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India.
54. We assure you of our support for your professional development and growth.

Dhunis Technologies Pvt.Ltd

Authorised Signatory

18485A0311

NALINSOFT

www.nalinsoft.com

APPOINTMENT ORDER

October 03, 2022

To

Ms. Chandana Naveenraja,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of Assistant Software Engineer in our Organization, Your Employee ID: NSI1074T.

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 600000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer conforming your joining.

We look forward to a mutually rewarding professional relationship with you.

For

Sincerely,

APPOINTMENT LETTER

January 20, 2022

Dear SWAPNIL BOB,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment, including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications inclusive the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay – The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

Deck 5

Software Inc.

19485A0514

Dated: November 7, 2022

Dear Vummiti Rupa Rukmini,

With reference to your interview on November 4, 2022, we are happy to inform that you are selected for the profile of **Software Developer** in our company. You will get an annual CTC of **INR: 7,20,000 / annum**. This amount also includes all fixed and variable salary components. You are expected to join our company on November 28, 2022, (*Reporting Time: 10:00 AM*) for further joining formalities. Therefore, you must bring below mentioned original copy (will be returned) of documents along with photocopies.

List of documents required at the time of joining

- 2 latest passport size photographs
- Government ID proof (Photocopy + Original for reference)
- Address Proof (Photocopy + Original for reference)
- 10th, 12th, Graduation and Post Graduation (if any) education certificates (Photocopy + Original for reference only)
- Additional qualification certificate photocopies (if available)
- Also bring previous work experience and relieving letters (Photocopy + Original for reference)

Joining Location

Deck5 Software Inc.

B 99, Sector 63, Himayath Nagar

Hyderabad, Telangana, India

Authorized Signatory

Signature

1748590515

Cognizant

10-Apr-2022

Dear Eswadi Swathi,
B.Tech, Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 10706287

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 **401,000/-**. This includes an annual target incentive of INR **22,000 /-** as well as Cognizant's contribution of INR **19,000/-** 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 taking part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,000/-**. This includes an annual target incentive of INR **22,000/-** as well as Cognizant's contribution of INR **19,000/-** 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.

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

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 15 days 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 (if offered to you) as detailed below.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. **Join a broad Cognizant Internship and Continuous Skill Development (CSD) program**. These programs

Eswadi Swathi accepted electronically on Apr 11 2022 4:00PM offerline from 2022-04-14

Cognizant

19-Apr-2023

Dear Evonsati Keerthi,
B.Tech, Computer Science & Engineering
Gudlavalleru Engineering College, Gudlavalleru

Candidate ID – 19709387

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 **401,000/-**. 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 **450,000/-**. 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, 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.

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

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 15 days 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 (if offered to you) 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

Electronic Document accepted electronically on Apr 19 2023 in GMT+5:30 effective from 2020-06-18

[illegible]

cognizant

Cognizant Technology Solutions India Private Ltd
Payslip for the month of Oct 2022
Financial Period 2022-2023

Private & Confidential

Associate Information			
Dr. Emmali Keerthi			
Associate Id	[illegible]	Location	[illegible]
Designated	[illegible]	PAN	[illegible]
Gender	[illegible]	Bank A/C	[illegible]
Date Of Joining	[illegible]	EIN Number	
PF A/C	[illegible]	Status	[illegible]
CAN	[illegible]	Available Calendar Days	[illegible]
Pf Policy No		Paid Days	[illegible]
Bill Lic Id		Loss of Pay Days	[illegible]

Earnings	Amount	Deductions	Amount
Basic	[illegible]	Professional Tax	[illegible]
Dearness Basic Allowance	[illegible]	Provision Fund Employee Contribution	[illegible]
Conveyance Allowance	[illegible]	TDS	[illegible]
Medical Allowance	[illegible]		
Special Allowance	[illegible]		
Advance Statutory Bonus	[illegible]		
Internet Allowance - WFH	[illegible]		
(A) Total Earnings	[illegible]	(B) Total Deduction	[illegible]

Net Salary = (A) - (B)	[illegible]

This is a computer generated copy, and is not a contractual statement.

1948590516

EMPLOYMENT OFFER

Date: 18th July 2022

Dear Mr. Manchineni Pavankumar,

After your interview, we are pleased to inform you that you have been selected for the post of **Trainee Software Engineer** at our organization. We are pleased to extend our offer of employment and to welcome you as a member of our Company. We are very impressed with your accomplishments so far and believe you will make an excellent addition to our staff fraternity at **I Prism**. As such we are pleased to offer you the position of **Trainee – Software Engineer** and you will be reporting to the Manager or to whosoever the Company deems fit to be your supervisor.

Terms and Conditions:

01. Your reporting date is **25th July 2022**. Your home location will be Hyderabad but you are required to travel anywhere as per the project requirements.
02. You will be under an employment contract of 2 years (18 Months).
03. You will submit all the original certificates of your graduation to the company.
04. Your compensation will be **Rs.3.50 Lakh** per annum.
05. You will sign an agreement to serve the full period of the contract. You may exit from the company before the completion of 30 months by paying INR 3,00,000 towards the training expenses company would have incurred.
06. The working hours of the office are Monday to Saturday 9:00 AM to 6:00 PM.
07. The above terms are subject to your successful completion of each phase of your employment.

Please confirm your acceptance with a reply mail.

Yours faithfully,

Kumar V B

Manager - Recruitment

iPrism Technologies Pvt Ltd.
Rd No. 3, Near Apollo Hospital, Jubilee Hills, Hyderabad, Telangana - 500033.

TECHWARE SOLUTION

Date: 29-08-2022.
To: Ms. MANDALAPU ALEKHYA

OFFER OF EMPLOYMENT

Dear Ms. Mandalapu Alekhya

We are pleased to make an offer as "ASSISTANT SOFTWARE ENGINEER". You will receive a detailed appointment letter after you join & clear your certificate test.

It gives us immense pleasure in inviting you to join **TECHWARE SOLUTION** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation. Your salary will be **Rs.4.00 Lakh** per annum.

On your joining will be required to undergo Process Training for a period of 15 days. Only on successful completion of this training you will be absorbed in the company.

On reporting, please bring seven recent passport size photographs, photocopy of all Educational Certificates, Aadhar Card copy, PAN Card copy, Address Proof copy, Last Employer's salary certificate and Relieving Letter(if applicable).

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company policy") of TECHWARE Solution as applicable, enforced, amended or altered from times to time during the course of your employment.

Your date of joining will be 26-10-2022

We look forward to a mutually rewarding relationship.

Thanking you,

TECHWARE SOLUTION

HR MANAGER

#4-85/2,PMR Residency, Brundavan Nagar, Street No.8,Habsiguda, Hyderabad-500007
www.techwaresolution.in

1948594578

NALINSOFT

APPOINTMENT ORDER

October 01, 2022

To

Mr. Dasari Lavanya,

With reference to your interview dated, 1st October 2022, we are pleased to offer you position of

Assistant Software Engineer in our Organization, Your Employee ID. NSE11361.

Your joining date is confirmed at 24th October 2022.

- You are entitled to a CTC of 450000 per year payable as per Annexure.
- You agree to comply with Terms and Conditions of Appointment.
- You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

For

Sincerely,

NALIN SOFT TECHNOLOGIES
6-3-347/175, 2nd Floor, Dwarakapuri Colony, Punjagutta, Hyderabad, Telangana, India- 500082
Email: hr@nalinsoft.com

L V GLOBAL SOLUTIONS

TO BE KNOWN AS 4I-INNOVATIONS

1948590575

OFFER LETTER

Date: 08-08-2022

Place : Hyderabad

To,

Mr. MERUGUMALA JITHENDRA SAI,

It gives us immense pleasure in inviting you to join **L V GLOBAL SOLUTIONS** as one of its valuable member. We believe that corporate grows and flourishes fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designed as **TECH SUPPORT EXECUTIVE** at our **HYDERABAD, Madhapur** Premises. You will be on probation for a period of six months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization .

Your salary will be **Rs.4.06 Lakh** per annum.

While welcoming you to **L V GLOBAL SOLUTIONS** we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the company.

As per the policy of the Company, Based on the discussion you need to give 45days notice period to the company. Otherwise you need to pay 4 month salary as penalty. Your joining will be from **16th August 2022**.

WELCOME ON BOARD

LV GLOBAL SOLUTIONS

Authorized Signatory

Plot NO. 81, Beside Sri Chaitanya Techno School, Sri Swamy Ayyappa Society, Madhapur, Hyderabad-500081, Telangana, India. Contact: +91 040 66523424.
www.lvglobalsolutions.com

19485240520

meltag

OFFER LETTER

08th September 2022

Ref: 2022-23/943/MASE1149

Dear Ms. MAGULURI VARSHITHA

We would like to congratulate you on being selected for the designation of "Assistant Software Engineer" at Hyderabad. Your compensation will be Rs.3.50 Lakh per annum. We would happily invite you to be a valuable member of the team, who consistently achieve good result and deliver all the upcoming expectations of our organisation.

Your reporting date is 19th September 2022.

Regards,

HR Manager

Meltag Companys Pvt.Ltd

http://meltag.com

zensar

Ref: [illegible]

Dated: January [illegible], 2022

To
Mulyala Premalatha

Sub: Offer of Employment

Dear Ms. Mulyala Premalatha,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartfelt congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your Annual Compensation is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An [illegible] Company

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

zensar

Please note, this pre offer will be contingent upon results of your final post examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance in writing via email within 15 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Matthan
Vice President – Human Resources

Encl: Annexure – A (Salary Structure)
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

SESHADRI RAO GUDLAVALLERU ENGINEERING COLLEGE

(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)

Seshadri Rao Knowledge Village, Gudlavalleru – 521356, Krishna District (A.P.)

DEPARTMENT OF INFORMATION TECHNOLOGY

PLACEMENT DETAILS 2018-2022 BATCH

Year	Name of the student	Mobile	Branch	Selected For	Package
2022	ABHISHEK SAGURE[illegible]	8074108219	IT	Stellar Business Transformation	3.0 LPA
2022	A SAI DURGA MANEESHANDANA	9603131111	IT	[illegible]	4.0 LPA
2022	AGROPALLI GEETANJALI	6304198287	IT	Mpaas MTS	3.5 LPA
2022	AGR VAMSIPRIYA	6302116179	IT	Micro Focus	3.5 LPA
2022	AHWARIYA LAKSHMI PUNYADA	9063783996	IT	Infosys	4.1 LPA
2022	ANTO LAKSHMI MADHULIKA	7959626199	IT	CTS GDC	4.1 LPA
2022	ANUSHA JAVADI	9908934604	IT	CTS GDC	4.1 LPA
2022	AYYARU KASTURI	8501074622	IT	CTS GDC	4.1 LPA
2022	BOGOM SRINIVASARAO	8349932821	IT	WIPRO	5.50 LPA
2022	CHAPPARALA EKSHITHA	9542944629	IT	CTS GDC ILP	4.1 LPA
2022	DANAM VENKATA MVR SAI KUMAR	9515222177	IT	TCS Ninja	3.36 LPA
2022	GADDE VAMSHA SRI	9381209159	IT	CTS GDC	4.1 LPA
2022	GARNEPUDI ASHOK	9346126380	IT	Infosys	3.5 LPA
2022	GOMPARTHI KEERTHI	6304841202	IT	HCL	4.25 LPA
2022	KUNTUPALLI VARA PRASAD	7780123100	IT	Mphasis	4.0 LPA
2022	MADDIAV ARUHAN AMBATI	9177847419	IT	Mphasis	4.0 LPA
2022	K. KUTHURU BHARADWAJ	9166485470	IT	CTS GDC	4.1 LPA
2022	KANDULA NARESH	6302499624	IT	Wipro NLH	5.50 LPA
2022	K NAGAVENKATA MADHUSHETH	7318695656	IT	Mphasis	4.0 LPA
2022	KATIPALLI PRIYANKA	6305438789	IT	Akin Systed	3.1 LPA
2022	KOTTAPALLI SAI TRIVENI	8500611856	IT	[illegible]	4.0 L
2022	KURATLA TRIVENI	6303372433	IT	CTS GDC	4.1 LPA
2022	LENIRAMA DIVYA	9390161784	IT	CTS GDC	4.1 LPA
2022	LURAGANTI PRIYA PRASETTHA	9666906987	IT	Mphasis	4.0 L
2022	LAKUMARAPU JYOTHIRMAYI	9948180900	IT	Mphasis	4.0 L
2022	LANKA SABIAH	8309513002	IT	Mphasis	4.0 LPA
2022	LEPLA SRAVANTHI	8978109212	IT	Infosys	4.5 L
2022	NARAHARISETTI MANI SANDEEP	9491142151	IT	TCS Ninja	3.36 LPA
2022	UEMPATI KARTEEK	7660915002	IT	Wipro NLH	5.50 LPA
2022	SHYAMADEEL GADDELLAPI	7780451487	IT	TCS NQT	4.25 LPA
2022	MADADHALA SANJEEV REDDY	9177930794	IT	Wipro NLH	5.50 LPA
2022	MADDI NAVYASRI	9182684489	IT	TCS Ninja	3.36 LPA
2022	MUDNAGA VENKATA SAI PRASANTHI	9298544460	IT	Mphasis	4.0 L
2022	MAMIDADAPU NAVEEN	6302956277	IT	HCL Software	4.25 LPA
2022	MANYUGULA PAVAN	8177748936	IT	Infosys	5.0 LPA
2022	MARLINTHA HEMA LATHA	9121664996	IT	Mphasis	4.0 L
2022	MEDASANI SAI JYOTHIKA	8897711617	IT	BNY Mellon Technology	17.34 L
2022	MEHRA ABHIRAMYA	9866992344	IT	HCL	4.25 LPA
2022	MITUNI SOUMYA	7013824932	IT	Premier People	9.50 LPA
2022	MOGATA HEMA BINDU	7993984719	IT	CTS GDC	4.1 LPA
2022	MOPPURI HENA REDDY	6303723885	IT	[illegible]	4.0 LPA

Year	Name of the Student	Mobile	Branch	Selected For	Package
2024	NAMEED ULLAH M	9391810870	IT	Prudent	3.06LPA
2022	NAKKOHRU MONITH KUMAR	9381553361	IT	Epam	6.01LPA
2023	NARALASETTY NIKHILA	7093027831	IT	DB Corp	4.87LPA
2021	NARE NARAYANA REDDY	9553114444	IT	infosys	4.3LPA
2023	NELLURI LAKSHMI JAHNAVI	6302602892	IT	FSI	5.37LPA
2022	NENISI LOGY KIRAN	9172673855	IT	Mphasis	4.8LPA
2022	NORADA VENKATA SAI NAGESH	8309973763	IT	Mphasis	4.8LPA
2023	PANI PULETI KADEER BABI	9515241683	IT	Phenom People	8.91LPA
2022	PEDDAPATI SAMUEL JOHN	9014908050	IT	Mphasis	4.2LPA
2022	PODILA SRI RAGHU RAM	6301430874	IT	Mphasis	4.01LPA
2022	RAVAPATI NAGAMANI	9123946003	IT	Mphasis	4.01LPA
2023	SUNKARA DEVI NAVYA SAI	8790972997	IT	CTS GSDC	4.1LPA
2021	SURA SRIVIDYA	7093048379	IT	Mphasis	4.01LPA
2022	TADINADA SAI ALEKHYA	7981818094	IT	Mphasis	4.0LPA
2022	THOMAS CHAMDAN	6281061108	IT	CTS GSDC	4.1LPA
2022	TIRUMRIYALLURI AKHILA	6302111121	IT	Wipro/Turn	3.50LPA
2023	TUMMALAPALLI LEELA SUPRIYA	9391264481	IT	Wipro/Turn	3.50LPA
2023	UKOTI SOHNAVI	7210369817	IT	infosys/Wipro NTH	4.3LPA
2022	VALLABHOINDA SANDEEPA	9180166738	IT	Wipro/Turn	3.50LPA
2022	VALLABHU YASASWINI	9515900484	IT	HCL	4.5LPA
2023	VANGA DURGAMAN	7901690142	IT	CTS GSDC	4.1LPA
2022	VEMAVARAPU SRI PRAVARDHAN	7382070709	IT	Mphasis	4.01LPA
2022	VEMULA SHIVA, SRI	9701189871	IT	infosys/Wipro NTH	3.0LPA
2022	VOORHI BHARGAVI	9177086037	IT	Tomar	4.6LPA
2022	VRILLUTTI SRAVANI	7093183116	IT	TCS Ninja	3.3LPA
2022	YUBISHI MANDI KUMAR	6302791337	IT	Mphasis	4.01LPA
2023	YAKAPU JAYASRIVALLI	9985253649	IT	Mphasis	4.01LPA
2022	SUVARNAJATTI MAHENDRA	7396166828	IT	infosys	4.3LPA
2022	SOKKARATTA LA NAGA KIRTHIRA	9133078238	IT	International Data Systems (I)	2.16LPA

HOD, IT
Head of the Department
Information Technology
Sri Vasavi Rao
Gudlavalleru Engineering College
Seshadri Rao Knowledge Village
Gudlavalleru - 521 356, Krishna District, A.P.

26 December 2022 **OL Number : SKLR22-4921**

Dear **sai deekshita,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **25 January 2022** and will be ending on **3 June 2022**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **18000** per month and upto 15,000 INR incentives which will vary according to your performance.Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your training with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your tenure, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the training offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 9731420256. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month or have to pay a compensation equal to 1 month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit)..
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be eligible for a pre-placement offer at Skolar, the package shall be depending on performance during the internship (upto 7 LPA for undergraduates and upto 9 LPA for postgraduates).

I, **sai deekshita**, accept the above offer and will begin the internship position on 25 January 2022.

Name:

Sign:

Gmail

sai chandana adapaa <asdmchandana11@gmail.com>

Virtusa: Employment Offer Confirmation

Sai Siddish L M <saisiddish@virtusa.com> Wed, Oct 27, 2021 at 11:41 AM

Dear Student,

Congratulations!!!!

We are delighted to confirm your offer of employment with us and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward for a long-lasting association with you.

At Virtusa each one of us play a significant role in achieving our Company's Vision and Mission.

We believe in a work culture that combines fun with discipline & adherence to the standards in alignment with the principles of professional conduct.

Your designation would be Associate Engineer – Technology and your CTC would be 4 LPA.

Your date of joining, location, technology assigned, and offer letter will be shared closer to the joining i.e. post your graduation in 2022.

Few additional points and conditions: -

1. You will have to undergo an internship during the month of January 2022 for a period of 2 to 3 months post which you will be converted as a full time employee (upon successful graduation)

2. Upon Joining, you shall undergo stipulated training and it is important that you are required to clear EIQ (Engineering IQ) assessment, which will be administered at the end of training program and the same would be evaluated with appropriate grades. Please note that not meeting the minimum expected grade as per EIQ eligibility criteria shall warrant for HR intervention to proceed with appropriate counselling or the actions as deem fit.

3. While Offer letter carries a location of posting, depending on the needs and changes, Organization has right to move the candidates to other locations across ATC in India depending on the business needs.

4. Considering current situation, the onboarding formalities & training shall be virtual – However, you are required to understand and report to the workplace on restoration of normalcy.

5. You are expected to sign a 2-year service agreement.

6. You are required to be flexible to pick up any profiles and work timing as per the requirements of the project.

Acknowledgement of confirmation to this mail as a reply is expected before 28th October, 2021. The same would be considered as your confirmation of acceptance of terms & conditions.

Please feel free to get in touch with me for any clarifications/information.

Wishing you a great career with Virtusa!

Warm regards,
Sai Siddish L M
Team GTP
Virtusa

"Virtusa is a worldwide provider of digital business strategy, digital engineering, and information technology (IT) services and solutions, serving Global 2000 companies across multiple industries. We help clients change, disrupt, and unlock new value with unmatched speed."

This message, including any attachments, contains confidential information intended for a specific individual and purpose, and is intended for the addressee only. Any unauthorized disclosure, use, dissemination, copying, or distribution of this message or any of its attachments or the information contained in this e-mail, or the taking of any action based on it, is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail and delete this message.

Gmail

Geetanjali Addepalli <geetanjaliaddepalli@gmail.com>

Wipro Campus Update_LOI

1 message

Campus HR Team <wipro+email+2tlpi-8fa855d603@talent.icims.com> 9 December 2021 at 17:30
Reply-To: Campus HR Team <wipro+email+2tlpi-8fa855d603@talent.icims.com>
To: geetanjaliaddepalli@gmail.com

December 9, 2021

Dear Geetanjali Addepalli ,
Resume Number - 23283794

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:
1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

Your's Sincerely,
For Wipro Limited

This message was sent to geetanjaliaddepalli@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=A4F523283794&contactId=15643054

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Gmail

Adi Vamsipriya <vamsipriya903@gmail.com>

Wipro Campus Update_LOI

1 message

Campus HR Team <wipro+email+28h6n-0059071bfa@talent.icims.com> Tue, Oct 12, 2021 at 2:24 PM
Reply-To: Campus HR Team <wipro+email+28h6n-0059071bfa@talent.icims.com>
To: vamsipriya903@gmail.com

October 12, 2021

Dear Vamsipriya Adi ,
Resume Number - 22847709

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

This message was sent to vamsipriya903@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=EFB322847709&contactId=13012138

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to **campus.hire@infinite.com**

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

For Infinite Computer Solutions (India) Ltd.

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of intent by signing below

Name: Aiswarya Ruwada

Signature: [signature]

Date: 27/06/2022

Letter of Intent (LOI)

Superset ID: 1190444

November 02, 2021

Dear Anne Madhulika,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1146496

November 02, 2021

Dear Atchuta Jayasri,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1145511

November 02, 2021

Dear Kasturi ,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

May 18, 2022

Srinivasarao Bogem
Door no: 3-54, Sunkaravaripalem,
Mundlamuru Mandal,prakasam dist,Ap,523201,
Addanki- 523201
8340932821
bogemsrinivas2000@gmail.com

Dear Srinivasarao Bogem:

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

1. Commencement

Your employment with Micron will commence on June 6, 2022. The commencement of your employment is subject to the conditions set out in **section 10** of this offer letter. If any of those conditions is not satisfied, then your employment with Micron will not commence and this offer of employment, if you have not accepted it, will automatically be deemed to have been withdrawn. If you have already accepted this offer, Micron may (notwithstanding any other clause in this Agreement) terminate this Agreement immediately without notice or any payment in lieu of notice.

2. Position

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

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

You will report to the MANAGER - IT NETWORK and will work under the direction of the person in that position, or such other position determined by Micron.

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

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

3. Term

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

(a) your successful completion of a probationary period of six months (see **clause 2** of the Standard Terms), which period may be extended by Micron in its sole discretion for up to a further six months (such extended period(s) forms part of your probationary period);

(b) the conditions, and rights of termination, set out in Annexure B of this letter (and Annexure B is deemed to be part of this letter);

(c) if relevant, maintenance of the required visas and permits from the relevant government authorities to enable you to live and work with Micron in India; and

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

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

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

4. Hours

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

5. Remuneration

Fixed Salary

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

(a) basic salary (**Basic Salary**) at a rate equal to INR 297000 per year; and

(b) allowances equal to, annually:

(i)	House rent allowance	INR 118800
(ii)	Special allowance	INR 178200

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

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

Discretionary Allowances

Micron will pay you the following discretionary allowances:

(a) Medical expense allowance INR15,000 per year
(payable monthly on a pro-rata basis)

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

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

Discretionary Incentive Pay

You will be entitled to participate in Micron's discretionary incentive pay plan as applicable to your position from time to time. The payment and amount of any incentive pay is subject to the rules of the plan at the time and payment is not guaranteed. Without limiting the above, Micron may rescind, change or replace the terms of the plan, your entitlements under them and the payments to be paid in respect of them at any time at its sole discretion.

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

Employee Provident Fund

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

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

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

6. Leave

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

7. Discretionary Benefits

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

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

Micron's current discretionary benefits include:

Insurance

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

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

8. Relocation Assistance

It is our objective to provide you with a comprehensive relocation package in conjunction with your move. You are eligible for relocation assistance under the provisions of Micron's Intra-India Relocation Policy (**Policy**), a copy of which accompanies this Agreement. Please refer to the Policy for complete details and descriptions of the relocation assistance. Please note this Policy and the benefits provided under it are subject to replacement, change or discontinuance at any time in Micron's discretion.

If you fail to commence your employment on the date set out in **clause 1** of this letter (or such other agreed date for the commencement of your employment) for reasons within your control, or if within the first 24 months of your employment at Micron either you give notice of your resignation or Micron terminates your employment for misconduct, absenteeism or any other violation of Micron policy, you must repay Micron immediately a pro-rata amount of the cost of all relocation assistance paid or provided by Micron and its affiliates in connection with your relocation, including without limitation taxes

and relocation service provider fees. The pro-rata amount will be calculated by multiplying the total cost of all relocation assistance paid or provided by Micron and its affiliates by (24-N)/24, where N = number of complete months of your service with Micron.

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

9. Additional Contractual Terms

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

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

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

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

10. Conditions on this Offer

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

(a) if necessary, you obtaining the required employment and/or visa approvals from the relevant government authorities to enable you to work with Micron in India;

(b) your completion of all required applicant procedures, including but not limited to application materials and transcripts;

(c) if required by Micron, certification by Micron's appointed medical practitioner that you have passed with satisfactory results a pre-employment medical check-up conducted by such medical practitioner, which will include a chest x-ray if deemed necessary, and are fit for employment;

(d) you providing to Micron, by no later than 14 calendar days before the date your employment is due to commence, proof acceptable to Micron that you are fully-vaccinated (two doses) against COVID-19; and

(e) satisfactory completion of reference and/or background checks that may include verification of your educational, employment or salary history. Should you fail to produce to Micron the required documentation or if any information furnished by you

proves to be false, misleading or inaccurate, any offer of employment by Micron may be withdrawn and, if already accepted, Micron may (notwithstanding any other clause in the Standard Terms) terminate your employment immediately without notice or any payment in lieu of notice.

Please note that all Micron sites must observe U.S. export control rules that control information that may be provided to persons from *Cuba, Iran, North Korea, Sudan, and Syria*. Micron understands that you are *NOT* a citizen of any of these countries (even at a secondary level, such as "dual" citizenship with a new country). *If you are a citizen of, or hold dual citizenship with any of these countries, you must inform HR immediately,* to permit us to request an export control license for you if necessary.

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

Yours sincerely

Sharmila Khan
Director, Regional Business Partner - (India)

To: Micron Technology Operations India LLP

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

_____ _____

Signature Date (mm/dd/yyyy)

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

Compensation

Fixed Salary

- Basic Salary INR 297000
- House Rent Allowance INR 118800
- Special Allowance INR 178200

Total INR 594000

Employer Provident Fund Contributions INR 35640

Discretionary Allowances

- Medical Expense Allowance INR 15000
- Leave Travel Allowance INR 41000

Discretionary Incentive Target INR 59400

TOTAL **INR 745040**

*Hyderabad Benefits**

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

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

ANNEXURE B

Bachelor's Degree – Engineer

1. A Bachelor's Degree is a pre-requisite for your ongoing employment.

2. You must submit to the HR Department of Micron by August 31, 2022, an original copy of the notification of examination results issued by the Registrar of your college or university, stating that you have passed the final examination for the Degree of Bachelor of Information Technology.

3. You must also submit an original copy of the official transcript of academic record for your Degree and the Degree scroll upon conferment to the HR Department of Micron by October 31, 2022.

4. If you do not obtain your Degree at the required level within the required time and/or are required to repeat any part of your course, Micron reserves the right to terminate your employment in accordance with **clauses 2.4** and **6** of the Standard Terms.

5. You will keep Micron duly informed of any delay in the completion of the above Degree program. Any delay may result in the termination of your employment as provided for in paragraph 4 above.

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

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

1 Your Duties

1.1 You must:

(a) perform to the best of your abilities and knowledge the duties assigned to you by Micron from time to time, whether during or outside its business hours, at such places as Micron requires and for Micron or any of its Related Companies as required by Micron;

(b) serve Micron faithfully and diligently to the best of your ability and comply with all lawful directions of Micron from time to time and use all reasonable efforts to promote the interests of Micron and act in Micron's best interests;

(c) devote your time and attention during Micron's business hours exclusively to the discharge of your duties except as may be permitted in writing by Micron;

(d) comply with all laws applicable to your position and the duties assigned to you and comply with all of Micron's rules, regulations, policies and procedures which Micron may vary and/or adopt from time to time. Micron may adopt, vary or rescind these rules, regulations, policies and procedures from time to time in its absolute discretion and without any limitation (implied or otherwise) on its ability to do so; and

(e) report to the person or persons nominated by Micron from time to time.

1.2 Without limiting your duties to Micron, during your employment you must not:

(a) act in conflict with Micron's best interests; or

(b) engage in any business or activity, whether in competition with Micron or not without the prior written approval of Micron.

1.3 Micron may require you to provide evidence confirming to the satisfaction of Micron that you are not in breach of **clause 1.2(b)**.

1.4 You acknowledge that the restrictions specified in **clause 1.2** are, in the circumstances, reasonable and necessary to protect Micron's legitimate interests.

1.5 You agree that, without the need to terminate the employment relationship, Micron may: modify or remove your assigned duties; or transfer you to another position, department or place of work, without additional compensation to you, in accordance with Micron's needs. Any such change will not be deemed to violate the terms of this Agreement or constitute any basis for constructive or involuntary termination of employment.

2 Probationary Employment

2.1 This **clause 2** applies only if the accompanying offer letter states that your employment is subject to a probationary period.

2.2 During this probationary period, you will have an opportunity to ascertain whether you are satisfied with the job and you must satisfy Micron that you have the qualities necessary for, and are capable of performing, those duties assigned to you at the level required by Micron.

2.3 Your employment will be assessed by Micron during the probationary period. If your employment (conduct, performance, etc.) has been satisfactory to Micron and to you, your employment will be confirmed and will continue in accordance with the terms of this Agreement. If this is not the case your employment will either be extended on probation or cease at the end of the probationary period unless it is terminated earlier in accordance with **clause 2.4** below.

2.4 During the probationary period, you or Micron may terminate your employment by giving 15 days' notice or by Micron paying you a sum equal to your Fixed Salary for 15 days in lieu of notice. If the probationary period is extended beyond six months, then the relevant notice period (and payment in lieu) will be one month.

3 Travel

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

4 Expenses

Micron will reimburse you for all work-related expenses:

(a) properly incurred by you in execution of your responsibilities and duties (including, without limitation, travel, accommodation, entertainment and telephone expenses);

(b) substantiated to the reasonable satisfaction of Micron, whether by production of receipts or otherwise;

(c) which are approved by an authorized Micron representative; and

(d) are otherwise incurred and claimed in accordance with applicable Micron policy.

5 Leave

5.1 You are required to notify Micron immediately of every absence from work and its probable duration. Upon request by Micron, you must promptly provide Micron with reasons for the absence.

5.2 Micron may require you to be examined by a medical practitioner nominated by Micron, who will provide a report to Micron, the disclosure of which you hereby consent to, in respect of any illness or injury for which you take paid or unpaid sick leave.

6 Termination

6.1 Your employment may be terminated at any time:

(a) by you giving to Micron the required period of notice in writing as set out in the accompanying offer letter (Micron will have the sole discretion to allow you to pay Fixed Salary in lieu of your notice period or waive the same); or

(b) by Micron giving to you the required period of notice set out in the accompanying offer letter or by paying you an amount equal to your Fixed Salary in lieu of notice for that period or in part by giving you notice and in part by making a payment to you in lieu of notice.

6.2 Micron may terminate your employment for reasons of unsatisfactory performance, redundancy, financial difficulties or business restructuring, loss of faith or confidence, etc., or for no reason at all.

6.3 During the periods of notice provided for in **clauses 6.1**, Micron may, at its discretion, require you to:

(a) not attend for work or contact any customers or clients; and/or

(b) perform duties which are different to those which you were required to perform during the rest of your employment with Micron, provided only that you have the necessary skills and competencies to perform the duties.

6.4 Your employment may be terminated by Micron at any time with immediate effect, without notice or any payment in lieu thereof:

(a) if you are guilty of misconduct, including, without limitation:

(i) wilfully, or deliberately, behaving in a way that is inconsistent with the continuation of the contract of employment;

(ii) commission of any act or omission that causes imminent, or serious, risk to:

(A) the health or safety of a person; or

(B) the reputation, viability or profitability of Micron's business;

(iii) in the course of your employment, engaging in theft, fraud misappropriation of property or assault;

(iv) intoxication at work; or

(v) refusing to carry out a lawful and reasonable instruction;

(vi) repeated failure to comply with lawful directions of Micron and its officers;

(vii) habitual unauthorised absence or unauthorised absence for a period exceeding 3 days.

(b) if you engage in conduct that could bring you or Micron into disrepute, including but not limited to acceptance or offering of illegal gratification;

(c) if you materially or habitually neglect your duties;

(d) if you breach any material provision of this Agreement or your Confidentiality and Intellectual Property Agreement; or

(e) on any other ground for which Micron would be entitled to terminate your employment without notice at law.

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

6.6 Micron is a member of the Responsible Business Alliance (**RBA**) and complies with the RBA Code of Conduct (**Code**). If, at the time you give notice of termination, the Code requires a cap on the amount which may be due from you in the event Micron agrees to allow you to pay Fixed Salary in lieu of your notice period, then Micron will apply the cap that applies at the time. The current cap under the Code is 60% of your monthly Fixed Salary.

6.7 Any resignation submitted by you in accordance with the terms set under **section 3** of the accompanying offer letter and **clauses 2.4** and **6.1** of these Standard Terms Agreement must be accepted by Micron to become effective. Once accepted, your resignation cannot be withdrawn by you without the express consent of Micron.

6.8 If you are unable by reason of continued ill-health, sickness, accident, disability or injury for a period of 6 months or more to perform your roles and duties hereunder, Micron may at its discretion terminate your employment.

6.9 Micron may suspend you with pay while investigating any matter which Micron believes could lead to Micron exercising its rights under

clause 6.4 or taking any other disciplinary action.

6.10 On termination of your employment, you must immediately hand over responsibilities to a person nominated for that purpose by Micron. You must also deliver to such person all papers, documents and other property of Micron and its Related Companies that may be in your possession, control or power (including but not limited to any phones, computers, vehicles, etc. provided by Micron).

6.11 Termination under **clause 6** does not affect any accrued rights or remedies of Micron in respect of any breach or default by you.

6.12 The rights of termination under **clause 6** apply according to their terms and are not limited by any other term of this Agreement (including implied terms).

6.13 You agree and accept that any statutory or other "last in first out" rule or any modifications thereof will not apply in the event of termination of your employment for any reason whatsoever.

7 What Happens After the Termination of Employment

7.1 If your employment is terminated for any reason Micron may set off any amounts you owe Micron (including deductions for the cost of repair or replacement of property issued to you) against any amounts Micron owes you at the date of termination except for amounts Micron is not entitled by law to set off.

7.2 Your obligations regarding non-disclosure of confidential information, protection of intellectual property, and any other provisions that are meant to survive termination of this Agreement, that are contained in this Agreement or the Confidentiality and Intellectual Property Agreement, will survive the termination of your employment.

8 Remuneration

8.1 Micron may, at its discretion, change the pay components that comprise your Fixed Salary, provided that it may not reduce the amount of your Fixed Salary and the Basic Salary will not in any circumstance comprise less than 50% of your Fixed Salary.

8.2 Micron may recover from your Fixed Salary any overpayments made to you in respect of any payment made to you by Micron.

9 Compliance

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

10 Data Protection

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

11 Employee Surveillance

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

12 Warranty

You warrant that:

(a) you have not entered into, and will not enter into, any agreement in conflict with this Agreement or your employment with Micron;

(b) you having provided Micron with information that is true and complete in all respects;

(c) your employment with Micron will not violate any agreement with, or rights of, any third party;

(d) you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding, disciplinary action, governmental or any other investigation

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

(e) you have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security.

(f) except as expressly authorized by Micron in writing, you will not use or disclose your own or any third party's confidential information or intellectual property when acting within the scope of your employment or otherwise on behalf of Micron; and

(g) you have not retained anything containing any confidential information of a prior employer or other third party, whether or not created by you.

13 Severability

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

14 Waiver

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

15 Additional Remedies

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

16 Successors and Assigns

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

17 Entire Agreement

This Agreement and the Confidentiality and Intellectual Property Agreement:

(a) constitute the entire agreement between the parties as to their subject matter; and

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

18 Headings

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

19 Alteration and Exercise of Rights

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

20 Governing Law

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

21 Definitions

21.1 **Agreement** means these Standard Terms and the accompanying offer letter.

21.2 **engage in** means to participate, assist or otherwise be directly or indirectly involved as a member, shareholder (other than a shareholding of less than five percent (5%) in a company listed on any recognised stock exchange), unitholder, director, consultant, adviser, contractor, principal, agent manager, employee, beneficiary, partner, associate, trustee or financier.

21.3 **Related Companies** means Micron's parent and subsidiary companies and corporations, and their respective subsidiary and parent companies and corporations that may be formed from time to time.

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

_____

Name

_____

Signed and Dated (mm/dd/yyyy)

Letter of Intent (LOI)

Superset ID: 1139496

November 02, 2021

Dear Chaparala ,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Offer: Computer Consultancy
Ref: TCSL/CT20213765213/Hyderabad
Date: 13/11/2021

Mr. Venkata Siva Sai Kumar Danam
141/1Main Road,
Beside Govt. Water Plant,
Peddi Reddy Palli-524236,
Andhra Pradesh.
Tel# 91-9553232177

Dear Venkata Siva Sai Kumar Danam,

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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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. 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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 1800 209 3111 Email: careers@tcs.com

documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 1800 209 3111 Email: careers@tcs.com

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 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

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 1800 209 3111 Email: careers@tcs.com

time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 1800 209 3111 Email: careers@tcs.com

GROSS SALARY SHEET **Annexure 1**

Name	**Venkata Siva Sai Kumar Danam**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Gudlavalleru Engg. College, A P**

Table 1: Compensation Details (All Components in INR)

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

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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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, RIC 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, 4TS/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gaurat 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, IT 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 682082	**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, Hinjawadi 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 Servicebus: 1800 209 3111 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 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
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 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
Deccanpark, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/DT20218354378/Hyderabad
Date: 13/11/2021

Ms. Gadde Yamuna Sri
8-16Koyavaripalem,
Main Road,
Guntur-522019,
Andhra Pradesh.
Tel# 91-8143102853

Dear Gadde Yamuna Sri,

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

HRD/3T/1003205423/22-23 August 19, 2022

Mr. Garnepudi Ashok
No-4-98/A
Narasaraopet
Narasaraopet-523292
India

Ph: +91-9346166380

Dear Garnepudi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.19 14:23:01 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1003205423/22-23 August 19, 2022

Mr. Garnepudi Ashok
No-4-98/A
Narasaraopet
Narasaraopet-523292
India

Ph: +91-9346166380

Dear Garnepudi,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **24-Oct-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.19 14:23:01 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Garnepudi Ashok**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Garnepudi Ashok**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Offer Release Date: September 30, 2022

Dear Goriparthi keerthi,
20/317-1,brahmapuram roadNo-4
beside NCC office, Machilipatnam,521002, MACHILIPATNAM,
Andhra Pradesh, India, 521002

Sub: Offer and Appointment letter –GRADUATE ENGINEER TRAINEE (GET)

Dear **Goriparthi keerthi,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd.-IOMC** ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as [**GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **September 30, 2022 .** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in **HCL Technologies Ltd.-IOMC**. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be INR 425000 per annum outlined in Annexure I.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL Confidential

Signature of Employee:

As confirmation of your acceptance, please send an email at HCLB-SchoolRelations@hcl.com within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

As confirmation of your acceptance, please send an email at eschoolinfra@hcl.com within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter noted to you by HCL shall stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.-IOMC

Amrita Das
Senior Vice President
Head-Global Rewards

HCL Confidential

Signature of Employee:

Annexure II

Welcome aboard…

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **GRADUATE ENGINEER TRAINEE (GET) .** This is to be read in conjunction with the offer & appointment letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai .**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

5. **HCL Training Program:**

Signature of Employee:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. Notice Period/ Separation:

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

7. Increments and Promotions

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

8. Agreements:

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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.

9. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

Signature of Employee:

10. Background and Reference Check:

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

11. Working Hours:

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

12. Mobility:

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

13. Deputation/ Transfer:

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

14. Retirement:

You will retire from service on attaining superannuation at the age of 58 years.

15. Other benefits:

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

16. Transport Facility

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of defined KMs as per applicable transport policy

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. Exclusivity of service

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL Technologies Ltd.-IOMC The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

19. Rules, Policies, Procedures:

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Signature of Employee:

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL Technologies Ltd.-IOMC** as applicable to you and the changes therein from time to time.

20. Correctness of the Details Furnished:

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

21. Warranty and Undertaking:

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

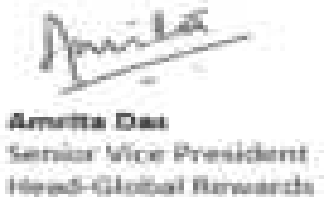
You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

22. Changes to the terms & conditions:

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

Authorized Signatory
For HCL Technologies Ltd.-IOMC



I confirm receipt of and accept the above Terms & Conditions of Employment.

Signature of Employee:

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCL Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

HCL Confidential

Signature of Employee:

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- **All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus**

If requested by the recruiter, you may be required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 10:00 a.m. at your respective location of joining.
If your joining is completed remotely, please submit the requested documents to the HCL Onboarding team within 7 days of your date of joining, either in person or through courier.

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. -1 , Akashi Induction Room, Ground Floor, Tower – 1, Hub SEZ,, Plot No 3A, Sector 126, Noida - 201303. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Elcot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna

HCL Confidential

Signature of Employee:

		District 521102

HCL Confidential

Signature of Employee:

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

VARIABLE PAY

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Advance Monthly Performance Bonus (AMPB): A part of variable pay is paid monthly as Advance Monthly Performance Bonus (AMPB) along with other monthly emoluments.The payout against this amount, will be governed by the Global Bonus policy, as amended from time to time.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost

Signature of Employee:

of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

Signature of Employee:

Annexure V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Signature of Employee:

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my

employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

Signature of Employee:

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, “Similar Services” means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

Signature of Employee:

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Goriparthi keerthi
September 30, 2022

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 20/317-1,brahmapuram roadNo-4
beside NCC office, Machilipatnam,521002, MACHILIPATNAM,
Andhra Pradesh, India, 521002

HCL Confidential

Signature of Employee:

[illegible]

Email ID: goriparthikeerthi44@gmail.com **Telephone Number: 6304842282**

HCL Confidential

Signature of Employee:

Gmail

guntupalli sanju <guntupallisanju77@gmail.com>

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, Oct 28, 2021 at 5:28 PM
To: "guntupallisanju77@gmail.com" <guntupallisanju77@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2142

Dear Guntupalli Vara Prasad,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

Gmail

Harsha Vardhan <harshaambati15@gmail.com>

Mphasis_Letter of Intent!

2 messages

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, Oct 28, 2021 at 5:28 PM
To: "harshaambati15@gmail.com" <harshaambati15@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2144

Dear Harsha Vardhan Ambati,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Harsha Vardhan <harshaambati15@gmail.com> Thu, Oct 28, 2021 at 7:53 PM
To: Ruthwik <k.ruthwik345@gmail.com>

[Quoted text hidden]

Letter of Intent (LOI)

Superset ID: 1446149

November 02, 2021

Dear Kamarajugadda Bharadwaj,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

APPOINTMENT LETTER

January 22, 2022

Dear Kandula Naresh,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Kandula Naresh, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Kandula Naresh

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you

wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Kandula Naresh 22/1/2022 5:17 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23337714

Gmail

HARSHITH KANIGARLA <harshithkanigarla784@gmail.com>

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, Oct 28, 2021 at 5:29 PM
To: "harshithkanigarla784@gmail.com" <harshithkanigarla784@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2195

Dear Nagavenkata Saiharshith Kanigarla,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Cognizant

Letter of Intent (LOI)

Superset ID: 1134259

November 03, 2021

Dear priyanka batepalli,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final sending, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,808/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://cognizantcognizant.com/Pages/Preludio

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

Apturo Global Integration Solutions Pvt Ltd.,
Tenth Technopark,
Office No. B-205A, Level – 2,
Next to Mercedes Benz Showroom,
Bangalore Mumbai Highway,
Baner, Pune – 411 045
Email: info@apturo.com
Website: www.apturo.com

11 Sep 2021

PRIYANKA KATEPALLI

Dear Priyanka,

With reference to your application, we take pleasure in appointing you as **Software Engineer**, with the following terms and conditions.

1. START DATE

Your employment with the Company shall commence on **17 Sep 2021** ("the Start Date") or such earlier date as is agreed between you and the Company.

2. PRE-EMPLOYMENT CONDITIONS

Your employment is subject to and conditional upon:

a) A pre-employment screening check, including the receipt of references satisfactory to the Company; CID clearance if applicable.
b) Verification of documents listed in Appendix 1 of this offer.
c) Verification to the satisfaction of the Company of the information that has been provided to the Company in the course of the application process.
d) You being (and to continue throughout your employment be) in possession of the necessary permission to live and work in India, and the Company being able to obtain all necessary work and residence permits for you. This includes satisfying the requirements of the government medical check if applicable. Failure to meet these requirements will lead to the withdrawal of your employment offer/termination of your employment.

Whilst every effort will be made to complete the recruitment procedures before the commencement of this Agreement, this may not be possible and the Company may terminate your employment at any time by giving one week's notice (if you have been employed for 1 month or more) or immediately (if you have been employed for less than one month) if either your references or other recruitment procedures are not completed to our satisfaction.

3. REMUNERATION

Your commencing gross annual salary will be **5,10,000.00 INR** *Rupees Five Lakhs Ten Thousand only* inclusive of the allowances and benefits described in *Appendix 2* attached hereto.

APISERO

Apisero Global Integration Solutions Pvt Ltd.,
Tenth Technospace,
Office No. B-200A, Level – 2,
Next to Mercedes Benz Showroom,
Bangalore-Mumbai Highway,
Baner, Pune – 411 045
Email: info@apisero.com
Website: www.apisero.com

4. PLACE OF WORK

You will initially perform your duties principally at the address given below. The Company will have the right to transfer you to any other work locations within the Apisero Group. You may be required to travel in the course of your duties.

Apisero Global Integration Solutions Pvt Ltd.,
Worldwide,
Cyber Crown, Sec-II, Village,
HUDA Techno Enclave, Madhapur,
Hyderabad, Telangana 500081, India

5. WORKING HOURS

The Company's normal office hours are from 8am – 6pm, 5 days a week including one hour lunch break. Saturday and Sunday will be weekly off.

However you will be expected to devote sufficient time to your duties to enable them to be carried out efficiently, which may require you to attend the office, or to be available to fulfil your function, outside these hours and days, which will not qualify for overtime payment except as required under applicable laws.

6. PROBATION PERIOD

Appointment to the permanent staff is subject to confirmation following the completion of a satisfactory probationary period of not less than three months, or such additional period as may be deemed necessary by the Company in its absolute discretion. Notice period is mandatory during the probation.

7. NOTICE PERIOD

In case of voluntary separation from the company within 60 days from the start date, you will give the company a written notification of one week. After 60 days, you will serve the notice period of **not less than 90 days**.The company reserves the right to take legal action and report to the concerned authorities and industry bodies in case the employee leaves without serving the notice period.

8. TERMINATION OF PERMANENT SERVICES

a. You will automatically retire from the service of the company on attaining the superannuation age of 58 years.

b. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

Apisero Global Integration Solutions Pvt Ltd.,
Tenth Technopark,
Office No. B-205A, Level – 2,
Next to Mercedes Benz Showroom,
Bangalore-Mumbai Highway,
Baner, Pune – 411 045
Email: info@apisero.com
Website: www.apisero.com

4. PLACE OF WORK

You will initially perform your duties principally at the address given below. The Company will have the right to transfer you to any other work locations within the Apisero Group. You may be required to travel in the course of your duties.

Apisero Global Integration Solutions Pvt Ltd.,
Workafola,
Cyber Crown, Sec-II, Village,
HUDA Techno Enclave, Madhapur,
Hyderabad, Telangana 500081, India

5. WORKING HOURS

The Company's normal office hours are from 9am – 6pm, 5 days a week including one hour lunch break. Saturday and Sunday will be weekly off.

However you will be expected to devote sufficient time to your duties to enable them to be carried out efficiently, which may require you to attend the office, or to be available to fulfil your function, outside these hours and days, which will not qualify for overtime payment except as required under applicable laws.

6. PROBATION PERIOD

Appointment to the permanent staff is subject to confirmation following the completion of a satisfactory probationary period of not less than three months, or such additional period as may be deemed necessary by the Company in its absolute discretion. Notice period is mandatory during the probation.

7. NOTICE PERIOD

In case of voluntary separation from the company within 60 days from the start date, you will give the company a written notification of one week. After 60 days, you will serve the notice period of not **less than 90 days**.The company reserves the right to take legal action and report to the concerned authorities and industry bodies in case the employee leaves without serving the notice period.

8. TERMINATION OF PERMANENT SERVICES

a. You will automatically retire from the service of the company on attaining the superannuation age of 58 years.

b. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

i. Return to work within 8 days from the commencement of such absence and

ii. Give an explanation to the satisfaction of the management regarding such absence

c. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, or your failure or refusal to perform your obligations, duties and responsibilities set forth herein, conviction for any serious crime or felony or any other crime involving moral turpitude, fraud or wilful misrepresentation; and any wilful or intentional act having the effect or likely to have the effect of injuring the reputation, business or business relationships of the Company.

d. Your services can be terminated by giving notice of three months or payment of basic salary in lieu thereof on either side. However in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of three months, without any pay in lieu of the notice period.

9. EMPLOYEE HANDBOOK

You will obey and comply with all rules, regulations, procedural practices and arrangements of the Company specified in the Employee Handbook as they may be amended from time to time.

The Employee Handbook stipulates all other terms and conditions of your employment not covered in this letter. Permit us to drawn your attention to one specific section; "Employment of Relatives".

Although the firm permits relatives of employees to be employed at the firm, immediate family members, for example, spouse, sibling, parent, child, etc, are not encouraged to work in the same business area. If they do, it must be in a different department or location. You are reminded of your duty to keep the firm informed in this regard. Therefore, if you have a relative currently employed by the Company, please inform your manager and Human Resources immediately.

10. GENERAL

a. A working day shall comprise of nine hours, including a break of a total of one hour for lunch, dinner or tea breaks.

b. Employees at the client site shall follow the working hours as applicable at client site.

c. Vacation: Employee shall be entitled to "no vacation policy (unlimited vacation)"

Apisero Global Integration Solutions Pvt Ltd.,
Tenth Technopark,
Office No. B-2004, Level – 2,
Next to Mercedes Benz Showroom,
Bangalore-Mumbai Highway,
Baner, Pune – 411 045
Email: info@apisero.com
Website: www.apisero.com

d. Expenses: You will be entitled to reimbursement of actual travelling fares and expenses incurred by you in the performance of your duties and properly claimed and vouched for in accordance with the Company's expense policy

e. Other Benefits: You will be entitled to participate in the Company's Medical Insurance Scheme, and the Company's contributory Provident Fund upon the first day of joining the Company, subject to the scheme rules from time to time in force.

11. DEDUCTIONS

You hereby consent to the deduction of any sums owed by you to the Company at any time from your salary or any other payment due the Company to you in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.Deduction of local tax is mandatory .Tax deduction will be decided as per local income tax laws and regulations.

12. PREVIOUS AGREEMENTS

This Agreement, together with any documents referred to in it, sets out the whole agreement between you and the Company relating to your employment and cancels all previous agreements, representations and arrangements (whether oral or in writing) in connection with your employment by the Company which shall have no further effect as from the Start Date. You acknowledge that you have not entered into this Agreement in reliance upon any representation, warranty or undertaking which is not set out in this Agreement or expressly referred to in it as forming part of your contract of employment. The terms of this Agreement shall not be altered, modified or amended except in writing duly signed by all the parties to this Agreement

13. DATA PROTECTION

During your employment, you must comply with Apisero, INC policies and procedures relating to data protection and security. The Company will process personal information relating to you for the purpose of your employment. Examples of the type of personal information relating to you which the Company may process includes your employment application and other employment related details such as your absence records (including medical reports where relevant) and your profile (including your gender, age, ethnic origin and disability (if you have one)). This information will be used and shared within the Apisero and may be disclosed to approved external business partners who provide a service to us, for example health insurers, for the purpose of giving effect to your employment and for other business reasons. By signing this Agreement you agree to such information being processed where it is necessary or reasonably required for the conduct of the Company's business and you consent to such data being transferred outside of India to members of the Apisero Group and our external business partners.

APUERO

Apuero Global Integration Solutions Pvt Ltd.,
Tenth Technopolis,
Office No. B-205A, Level - 2,
Next to Mercedes Benz Showroom,
Bangalore-Mumbai Highway,
Baner, Pune – 411 045
Email: info@apuero.com
Website: www.apuero.com

14. INTELLECTUAL PROPERTY RIGHTS:

Employee acknowledges and agrees that any and all of Employee's work product, defined as work created by Employee within the scope of employment, all intellectual property rights, whether based in copyright, trademark, patent, or trade secret, will automatically and immediately vest in Company.

15. NON-DISPARAGEMENT

Employee will not at any time during the Term or after Termination make, publish, or communicate to any person or entity or in any public forum, including but not limited to any website or other digital forum, any defamatory or disparaging remarks, comments, or statements concerning Company or any of its owners, employees, clients, or associated third parties.

16. MISCELLANEOUS

Indian law shall apply to this Agreement. Disputes shall be subject to the jurisdiction of the local courts.

1. Any notice to be given under this Agreement shall be in writing. Notice to you shall be sufficiently given by being delivered personally to you or by being sent by first class post addressed to you at the address stated in this Agreement or the last place of residence notified to the Company by you. Notice to the Company shall be sufficiently given by being delivered to the Company Secretary of the Company or by being sent by first class post to the registered office of the Company addressed for the attention of the Company Secretary of the Company. Any notice if posted shall be deemed served upon the third day following that on which it was posted.

2. This Agreement, together with any documents and Schedules referred to in it, sets out the whole agreement between the parties relating to your employment and cancels all previous agreements, representations and arrangements (whether oral or in writing) in connection with your Employment by the Company which shall have no further effect as from the Start Date. You acknowledge that you have not entered into this Agreement in reliance upon any representation, warranty or undertaking which is not set out in this Agreement or expressly referred to in it as forming part of your contract of employment.

Please indicate your agreement and acceptance to the above terms by signing a copy of this letter and returning us within 7 days of receipt. If you have not accepted the offer by then, or been granted an extension of time for your acceptance, the offer will lapse without further notice being given to you.

We welcome you as a member of our organization and look forward to many years of beneficial collaboration.

Envelope ID: [illegible]

APISERO

Apisero Global Integration Solutions Pvt Ltd.,
Tenth Technospace,
Office No. B-203A, Level – 2,
Next to Mercedes Benz Showroom,
Bangalore-Mumbai Highway,
Baner, Pune – 411 045
Email: [illegible]
Website: www.apisero.com

Yours Sincerely

Venkat Mudupu

Venkat Mudupu
Chief Operating Officer

I accept this offer of employment with the Company on the terms and conditions stated above.

Signed: _____ Date: 8/13/2021

Full Name: Priyanka Kalepalli

Apisero Global Integration Solutions Pvt Ltd.,
Tewik Technospace,
Office No. B-203A, Level – 2,
Next to Mercedes Benz Showroom,
Bangalore-Mumbai Highway,
Baner, Pune – 411 045
Email info@apisero.com
Website: www.apisero.com

Appendix – 1

Checklist of documents to be submitted by new employee

All new employees are required to furnish the following documents, originals of which have to be brought for verification with the copies to the HR department at Apisero.

- Relieving letter & experience letter from previous employer
- Proof of last salary drawn
- Proof of date of birth
- Certificate of educational qualifications
- Experience certificates
- Six passport size colored photographs
- Copy of Passport (First & last two pages where applicable)
- Form 16 from the previous employer (where applicable)
- Proof of address (copy of passport/ration card/ Landline bill)
- Copy of Pan card

Due date to submit the above eligible documents: Minimum of one week from joining date.

mail

thanvi nel xerox <thanvinelandxerox@gmail.com>

Wipro Campus Update_LOI

Campus

...ali priyanka <katepalipriyanka2000@gmail.com>
...thanvinelandxerox@gmail.com

Mon, Jan 3, 2022 at 8:09 PM

-------- Forwarded message --------
From: **Campus HR Team** <wipro>email<2a9c2-dd4cf81d5f@talent.icims.com>
Date: Mon, Oct 18, 2021 at 9:21 PM
Subject: Wipro Campus Update_LOI
To: <katepalipriyanka2000@gmail.com>

October 18, 2021

Dear Priyanka katepalli ,
Resume Number - 22265874

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

Jasmine Shallen
General Manager - Human Resources

This message was sent to katepallipriyanka2000@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=D8CB22285874&contactId=13287103

© Wipro Limited, Doddakanneli, Sarjapur Road Bengaluru 560 035 IND

katepalli priyanka <katepallipriyanka2000@gmail.com> Tue, Jan 4, 2022 at 2:54 PM
To: thanvinelandxerox@gmail.com

-------- Forwarded message --------
From: **Campus HR Team** <wipro+email=2a8c2-dd4cf81d5f@talent.icims.com>
Date: Mon, Oct 18, 2021, 21:21
Subject: Wipro Campus Update_LOI
To: <katepallipriyanka2000@gmail.com>

October 18, 2021

Dear Priyanka katepalli ,
Resume Number - 22285874

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TEM-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,949
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

...ase confirm your interest to receive offer of appointment by clicking on this link Click to ...mplete and accepting the contents of this communication within 15 calendar days. Your ...onfirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Aparna Shallen
General Manager - Human Resources

This message was sent to katepallipriyanka2000@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=D8CB22285874&contactId=13267103

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Gmail

Saitriveni Kottapalli <saitrivenikottapalli@gmail.com>

Virtusa: Employment Offer Confirmation

Sai Siddish L M <saisiddish@virtusa.com> 27 October 2021 at 11:41

Dear Student,

Congratulations!!!!

We are delighted to confirm your offer of employment with us and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward for a long-lasting association with you.

At Virtusa each one of us play a significant role in achieving our Company's Vision and Mission.

We believe in a work culture that combines fun with discipline & adherence to the standards in alignment with the principles of professional conduct.

Your designation would be Associate Engineer – Technology and your CTC would be 4 LPA.

Your date of joining, location, technology assigned, and offer letter will be shared closer to the joining i.e. post your graduation in 2022.

Few additional points and conditions: -

1. You will have to undergo an internship during the month of January 2022 for a period of 2 to 3 months post which you will be converted as a full time employee (upon successful graduation)

2. Upon Joining, you shall undergo stipulated training and it is important that you are required to clear EIQ (Engineering IQ) assessment, which will be administered at the end of training program and the same would be evaluated with appropriate grades. Please note that not meeting the minimum expected grade as per EIQ eligibility criteria shall warrant for HR intervention to proceed with appropriate counselling or the actions as deem fit.

3. While Offer letter carries a location of posting, depending on the needs and changes, Organization has right to move the candidates to other locations across ATC in India depending on the business needs.

4. Considering current situation, the onboarding formalities & training shall be virtual – However, you are required to understand and report to the workplace on restoration of normalcy.

5. You are expected to sign a 2-year service agreement.

6. You are required to be flexible to pick up any profiles and work timing as per the requirements of the project.

Acknowledgement of confirmation to this mail as a reply is expected before 28th October, 2021. The same would be considered as your confirmation of acceptance of terms & conditions.

Please feel free to get in touch with me for any clarifications/information.

Wishing you a great career with Virtusa!

Warm regards,
Sai Siddish L M
Team GTP
Virtusa

"Virtusa is a worldwide provider of digital business strategy, digital engineering, and information technology (IT) services and solutions, serving Global 2000 companies across multiple industries. We help clients change, disrupt, and unlock new value with unmatched speed."

This message, including any attachments, contains confidential information intended for a specific individual and purpose, and is intended for the addressee only. Any unauthorized disclosure, use, dissemination, copying, or distribution of this message or any of its attachments or the information contained in this e-mail, or the taking of any action based on it, is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail and delete this message.

Letter of Intent (LOI)

Superset ID: 1122811

November 02, 2021

Dear thriveni kukatla,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1115001

November 02, 2021

Dear KUMBHAM DIVYA,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Gmail

Geetanjali Addepalli <geetanjaliaddepalli@gmail.com>

Fwd: Mphasis_Letter of Intent!

1 message

Praneetha Kuraganti <praneethakuraganti@gmail.com>
To: geetanjaliaddepalli@gmail.com

4 January 2022 at 12:45

Letter of intent

---------- Forwarded message ---------
From: **Mphasis - Campus Hiring** <campushires@mphasis.com>
Date: Thu, 28 Oct, 2021, 5:34 pm
Subject: Mphasis_Letter of Intent!
To: praneethakuraganti@gmail.com <praneethakuraganti@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2212

Dear Praneetha Phani Kuraganti,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Gmail

jyothirmayi lakumarapu <jyothirmayilakumarapu@gmail.com>

Mphasis_Letter of Intent!

4 messages

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, Oct 28, 2021 at 5:28 PM
To: "jyothirmayilakumarapu@gmail.com" <jyothirmayilakumarapu@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2154

Dear Jyothirmayi Lakumarapu,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

---

jyothirmayi lakumarapu <jyothirmayilakumarapu@gmail.com> Thu, Oct 28, 2021 at 7:22 PM
To: Koppuravuri.anusha99@gmail.com, lokesh.koppuravuri@zs.com

[Quoted text hidden]

Gmail

Sairam <sairam8458@gmail.com>

Mphasis_Letter of Intent!

Mphasis - Campus Hiring <campushires@mphasis.com> 28 October 2021 at 17:31
To: "sairam8458@gmail.com" <sairam8458@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2239

Dear Sairam Lanka,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

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. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 50 lakhs.

You will soon hear from us about the next steps of the process.

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.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys

Copyright © 2020 Infosys Limited

Offer: Computer Consultancy
Ref: TCSL/CT20213747279/Hyderabad
Date: 16/10/2021

Mr. Mani Sandeep Naraharisetti
2-75Cinema Hall Street,
Cinema Hall Street,
Korukollu-521343,
Andhra Pradesh.
Tel# -

Dear Mani Sandeep Naraharisetti,

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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 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, Plot 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicedesk: 1800 209 3111 Email: careers@tcs.com

Gmail

Kartheek Naidu <kartheekn248@gmail.com>

Wipro Campus Update_LOI

Campus HR Team <wipro+email+2f3te-171f30b561@talent.icims.com> Sun, Oct 31, 2021 at 9:37 PM
Reply-To: Campus HR Team <wipro+email+2f3te-171f30b561@talent.icims.com>
To: Kartheekn248@gmail.com

October 31, 2021

Dear VEMPATI KARTHEEK ,
Resume Number - 22989039

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

This message was sent to Kartheekn248@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=035222989039&contactId=13849855

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

OFFER & APPOINTMENT LETTER

Offer Release Date: November 8, 2022

Dear Mohammed Karimullah,
22/67,Englishpalem
Near charma silpa slippers shop, Machilipatnam,
Andhra Pradesh, India, 521001

Dear **Mohammed Karimullah,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **November 10, 2022**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in **Annexure I.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

1848/N/257

M. Sandeep Reddy

wipro

APPOINTMENT LETTER

March 26, 2022

Dear Madishala Reddy,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VII. The Variable-Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

[illegible]

I Mudsihala Reddy (Confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited / Wipro) for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the collection of such Personal Information including documents by Wipro for any future reference/verification and authorise Wipro to transfer the same to a third party.

I understand that "Personal Information" means any information including documents, relating to me that is available with Wipro and is capable of identifying me.

ANNEXURE III

SALARY OFFER SHEET

Name: Mudsihala Reddy

Position: Project Engineer **Career Group: TSB - II**

*You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,570
HRA	5,833
Bonus	2,334
Wipro Benefits Plan (WBP)	4,940
Total Fixed Cash	**24,680**
PF (Employer Contribution)	1,800
Gratuity (5.21% of Basic)	600
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,400
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

a. Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs 15,000 per annum for employees who are not covered under the CSI scheme
d. Medical Insurance Coverage up to Rs 2lac per annum

ANNEXURE - IV

[illegible]

Offer: Computer Consultancy
Ref: TCSL/CT/2021/741619/Bangalore
Date: 05/10/2021

Ms. Navyasri Madu
3/170Masjid Road
Kanchu,
Vijayawada-520007,
Andhra Pradesh,
Tel# -

Dear Navyasri Madu,

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.50,000** 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

Gmail

Prasanthi Mudupalli [illegible]@gmail.com

Mphasis_Letter of Intent!

7 messages

Mphasis - Campus Hiring [illegible] 08 October 2021 at 17:50
To: [illegible]
Cc: [illegible]

Ref No.: [illegible]

Dear Prasanthi Durga Naga Venkata Sai Mudupalli,

College Name: **Sudhavellera Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band II, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000/(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communication organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Offer Release Date: September 30, 2022

Dear Mandadapu Naveen,
D.No:1-1,Kotha Arlapadu,Gampalagudem Mandal, Vijayawada,
Andhra Pradesh, India, 521403

Sub: Offer and Appointment letter –GRADUATE ENGINEER TRAINEE (GET)

Dear **Mandadapu Naveen,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd.-IOMC** ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as [**GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **September 30, 2022 .** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in **HCL Technologies Ltd.-IOMC**. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be INR 425000 per annum outlined in Annexure I.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

HCL Confidential

Signature of Employee:

offer_documents 25 Jun

to me

Dear Pavan,

We would like to acknowledge that we have received your documents. We are currently examining it and if there are any issues to be addressed, we will revert to you.

Regards,

Talent Acquisition

Infosys Limited

From: leelapavan manti <leelapavanmanti0143@gmail.com>
Sent: 24 June 2022 17:53
To: offer_documents <offer_documents@infosys.com>
Subject: Results Declaration

Gmail

hema latha <hemalathamaruboyina@gmail.com>

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, Oct 28, 2021 at 5:28 PM
To: "hemalathamaruboyina@gmail.com" <hemalathamaruboyina@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2145

Dear Hema Latha Maruboyina,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Gmail

jyothika Medasani <jyothikamedasani5@gmail.com>

BNY Mellon Technology- Confirmation of Offer

2 messages

Universityrecruiting <universityrecruiting@bnymellon.com> Tue, Mar 1, 2022 at 11:20 AM
To: "jyothika.medasani5@gmail.com" <jyothika.medasani5@gmail.com>
Cc: Universityrecruiting <universityrecruiting@bnymellon.com>

Dear Medasani,

Greetings from BNY Mellon Technology.

It was an absolute pleasure interacting with you during the course of the Code Divas selection process. We were thoroughly impressed by your skills and as a result we are pleased to inform you that we are keen to offer you a **Fulltime position as Software Developer**.

The compensation can be found below and all benefits are over and above the given CTC.

Component	Amount in INR
Fixed Pay (p.a)	1300000/-
Retirals (PF + Gratuity)	84000/-
Sign on Bonus (one time as applicable)	300000/-
Relocation (one time as applicable)	50000/-
Total CTC	**1734000/-**

Yearly Bonus/Incentive: Is not part of the above CTC and is paid over and above the mentioned compensation. This is performance based pay.

Please treat this mail as a confirmation mail of your selection and respond with your acceptance by 3rd March2022.

Feel free to write to us for any queries/clarifications needed.

Regards,

Technology Campus Program,

BNY Mellon Technology

The information contained in this e-mail, and any attachment, is confidential and is intended solely for the use of the intended recipient. Access, copying or re-use of the e-mail or any attachment, or any information contained therein, by

any other person is not authorized. If you are not the intended recipient please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not guarantee that either are virus-free and accept no liability for any damage sustained as a result of viruses.

Please refer to https://disclaimer.bnymellon.com/eu.htm for certain disclosures relating to European legal entities. Please note that we may use tracking pixels to monitor your interaction with reports and data delivered via this email. We take our data protection and privacy responsibilities seriously and our privacy notice explains how we collect, use and share personal information in the course of our business activities. It can be accessed at the privacy section of www.bnymellon.com.

---

jyothika Medasani <jyothikamedasani5@gmail.com> Tue, Mar 1, 2022 at 11:35 AM
To: prakash.medasani@gmail.com

[Quoted text hidden]

OFFER & APPOINTMENT LETTER

Offer Release Date: August 20, 2022

Dear Menda Aiswarya,
H.no:-6-338,Sri lanka colony,7thstreet, vuyyuru,
Andhra Pradesh, India, .

Dear **Menda Aiswarya,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 22, 2022** at 9:00 A.M at the following address **ChennaiSEZ, ETA1-Navallur-ex RF02-03.**Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in **Annexure I.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Letter of Intent (LOI)

Superset ID: 1146560

November 02, 2021

Dear Hima Bindu Mugata,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Date: January 24, 2022

To,
Ms. Soumya Moturi,
Hyderabad

Letter of Appointment

Dear Ms. Soumya Moturi,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as a **Product Development Engineer I** effective from June 02, 2022. We request you to acknowledge with your acceptance within Two working days from today, failing which this offer stands cancelled.

1. Your annual CTC will be Rs. **955,433** (Nine Lakh Fifty Five Thousand Four Hundred and Thirty Three) 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 30 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 5 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.** **Sr. Manager - Human Resources** Date: January 24, 2022	I accept and agree Name: Ms. Soumya Moturi M.Soumya M.Soumya (Jan 24, 2022 19:17 GMT+5.5) Signature: Date: January 24, 2022

ANNEXURE – A

SALARY BREAK-UP OF Ms. Soumya Moturi	
DESIGNATION	PDE I
DIVISION	Engineering
LOCATION	Hyderabad
ANNUAL SALARY	850,000
COMPANY PERFORMANCE LINKED BONUS	85,000
GRATUITY *	20,433
CTC	**955,433**
Break-up	
SALARY COMPONENTS	**AMOUNT**
Basic	35,417
HRA	14,167
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	12,717
MONTHLY SALARY	**70,833**
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	
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: January 24, 2022

I accept and agree

Name: Ms. Soumya Moturi

M.Soumya

M.Soumya (Jan 24, 2022 19:17 GMT+5.5)

Signature:
Date: January 24, 2022

VIRTUSA LOI

Dear Student,

Congratulations!!!!

We are delighted to confirm your offer of employment with us and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward for a long-lasting association with you.

At Virtusa each one of us play a significant role in achieving our Company's Vision and Mission.

We believe in a work culture that combines fun with discipline & adherence to the standards in alignment with the principles of professional conduct.

Your designation would be Associate Engineer – Technology and your CTC would be 4 LPA.

Your date of joining, location, technology assigned, and offer letter will be shared closer to the joining i.e. post your graduation in 2022.

Few additional points and conditions: -

1. You will have to undergo an internship during the month of January 2022 for a period of 2 to 3 months post which you will be converted as a full time employee (upon successful graduation)

2. Upon Joining, you shall undergo stipulated training and it is important that you are required to clear EIQ (Engineering IQ) assessment, which will be administered at the end of training program and the same would be evaluated with appropriate grades. Please note that not meeting the minimum expected grade as per EIQ eligibility criteria shall warrant for HR intervention to proceed with appropriate counselling or the actions as deem fit.

3. While Offer letter carries a location of posting, depending on the needs and changes, Organization has right to move the candidates to other locations across ATC in India depending on the business needs.

4. Considering current situation, the onboarding formalities & training shall be virtual – However, you are required to understand and report to the workplace on restoration of normalcy.

5. You are expected to sign a 2-year service agreement.

6. You are required to be flexible to pick up any profiles and work timing as per the

requirements of the project.

Acknowledgement of confirmation to this mail as a reply is expected before 18th October, 2021. The same would be considered as your confirmation of acceptance of terms & conditions.

Please feel free to get in touch with me for any clarifications/information.

Wishing you a great career with Virtusa!

Regards,
Team GTP
Virtusa.

YOU'RE ONE OF A KIND.
YOU'RE AN #EPAMER!

Congratulations and Welcome to EPAM!

We are excited to have you onboard in what we are sure will be an exciting journey! We wish that you achieve all that you aspire for in your career here at EPAM.

At EPAM, our people are the source of our success and we are committed to providing numerous opportunities for smart, self-motivated, pro-active and collaborative individuals to learn and grow. We invest in EPAMers around the world, helping to find and develop the brightest minds and to build dynamic, lasting careers.

EPAM Systems, Inc. (NYSE: EPAM) has leveraged its software engineering expertise to become a leading global product development, digital platform engineering, and top digital and product design agency since its inception in 1993. Through its 'Engineering DNA' and innovative strategy, consulting, and design capabilities, EPAM works in collaboration with its customers to deliver next-gen solutions that turn complex business challenges into real business outcomes. EPAM's global teams serve customers in over 25 countries across North America, Europe, Asia and Australia. EPAM is a recognized market leader in multiple categories among top global independent research agencies and was one of only four technology companies to appear on Forbes 25 Fastest Growing Public Tech Companies list every year of publication since 2013.

As we wait for you to come onboard and experience this dynamic culture, we recommend that you make time to go through www.welcome.epam.in to understand life and culture at EPAM India.

Please do remember to send in your offer acceptance acknowledgement on the new hire portal, the link for which has been emailed to you. This portal also includes information on the list of activities planned for you in the first few days of your joining, to ensure that your assimilation in the EPAM system is smooth and hassle-free. In case you have more questions, or are facing some issues, please raise them on the portal and our team will revert with a response at the earliest opportunity.

Congratulations once again for becoming an EPAMer. You surely are one of a kind!

Regards.

Srinivas Reddy

EPAM India GDO Head

Strictly Private & Confidential

1st Feb 2022

To,
Mr. Narahari Mohith Kumar,
Door No: 7B-9-8, Guddeti Vari Street, Near Venugopala Swamy Temple, Eastern Street, ELURU, West Godavari District, Andhra Pradesh, 534001

Dear Narahari Mohith Kumar,

Sub: Offer and Appointment as Intern

Congratulations!!!

Subsequent to the discussion we had recently with you, we are pleased to offer you an Internship with EPAM Systems India Private Limited (the **Company**) as per the terms and conditions mentioned below: -:

1. **DATE OF JOINING**

   Your Internship will commence from **Feb 16, 2022** for a duration of **05 months** ending on **June 30, 2022**

2. **DESIGNATION**

   Intern

3. **COMPENSATION**

   During your Internship period, you shall be eligible for a Stipend of **INR 15,000 (Rupees Fifteen Thousand Only) per month with applicable statutory deductions as detailed in Annexure-I**

4. **LEAVE**

   You will be entitled to 12 Days leave in a calendar year on a monthly accrual basis (1 per month).

5. **Holidays**

   Interns based out of Hyderabad, Pune and Bengaluru location are entitled to 9 Mandatory and 3 Open Optional Holidays can be availed as per the Intern's choice on any day in the year for regional festival/personal event. Interns working out of client locations shall follow the client holiday calendar.

   - Interns joining between January - March are entitled to all three optional holidays for the first calendar year.
   - Interns joining between April - September are entitled to two optional holidays for the first calendar year.
   - New Interns joining between October - December are entitled to one optional holiday for the first calendar year.

6. **Working Hours**

   The Company follows 05 working days a week, with Saturday and Sunday as weekly days off for General shift Interns. The core working hours are from 9 AM to 6 PM. These working hours and working days may vary depending on project requirements and at the Company's discretion with reasonable notice, in accordance with applicable laws. If you are designated to work shifts, you shall be eligible for shift allowance as per Company policy.

7. **PLACEMENT OF WORK**

i) Your place of work will be at Hyderabad**.**
ii) You may be required to work in any Position, Department or Shift as you may be assigned from time to time.
iii) During your Internship, you may be transferred to any of the establishments of the Company or its associated Companies in which case you will be governed by the rules and regulations applicable to that establishment.

8. **INSURANCE BENEFITS**

You shall be covered under the following Insurance benefits from the date of joining

Group Medical Health Insurance	Medical insurance covering 1 + 6 (Self + Spouse + 03 Children + 02 Parents/ Parents-in laws) for **INR 10,00,000/-** family floater per annum. Intern contribution **INR 5,500** per year which will be deducted in 1st month payroll on pro-rata basis from your date of joining to 31st Dec. Contribution amount will be considered as tax exemption under **sec 80 D**
Group Personal Accidental Insurance	Level A1 to A4 & B1 – INR 15 Lakhs; Level A5, B2 & B3 – INR 25 Lakhs; Level B4 & above – INR 35 Lakhs at company cost
Term Life Insurance	Term Life Insurance at the Company's cost for a minimum sum of INR 20 Lakhs or 3 X of yearly gross salary, whichever is higher

9. **SECRECY**

i) Your Internship is a full-time assignment and you shall devote your whole time and attention to the interest of the Company and shall not engage yourself in any other business/occupation, whatsoever.

ii) You shall not conduct yourself in any manner inconsistent with the position or responsibility occupied by you.

iii) You shall not, at any time, during your Internship or thereafter, disclose to any person, firm or Company any information concerning the affairs of the Company or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.

iv) You are required to sign the non-disclosure agreement in the prescribed format which shall form a part of these terms and conditions.

10. **Key policies, procedures and practices**

During your Internship with EPAM (and where applicable after your Internship has terminated), you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) EPAM policies and procedures on, and any other obligations relating to, anti−bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You should familiarize yourself with all policies and procedures that apply to your grade and business area as set out on intranet. Info.epam.com

11. **STATUTORY**

All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law,

shall not be treated as a change in service condition(s) and therefore no notice of such change will be provided to you. However, the Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

Gratuity - Upon cessation of Internship and, if applicable, subsequent employment after completion of continuous service of at least five (4) years and 182 days with the Company, you will be eligible for a gratuity as per the Payment of Gratuity Act 1972. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

Provident Fund - You will be covered under the Provident Fund (PF) scheme wherein, the Company will Contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation. Your contribution towards PF will be made from your monthly stipend.

ESIC (Employees' State Insurance Corporation) - In the event that you are eligible, you will be covered under the Employees' State Insurance Act, according to which the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

12. **Internship to Full Time Employee (FTE):**

If you meet the criteria below and subject to sufficient business need, the expectation is that the Company will consider you for a full time employee position at the end of your internship. The Company will assess your performance based on the below criteria:

i) a minimum performance review rating "Meets Expectation" (on scale of 5 rating and 5 being highest)

ii) your successful completion of graduation from your respective College/University, and

iii) your ongoing, active engagement with the Company (Not Resigned/On-notice) on the review date.

Please refer to Annexure -II for FTE Terms and conditions.

13. **TERMINATION OF SERVICE**

i) This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other Company policies and procedures which you agree to observe and follow during your Internship and, if applicable, subsequent employment with EPAM. These Company policies and procedures may be varied from time to time.

ii) If at any time, in the opinion of the Company, which shall be final, you are deemed insolvent or are found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company's interests or of violation of one or more terms of this letter, your services may be terminated immediately.

iii) You have been offered this position on good faith that all the information and documents provided by you at the time of engagement for this Internship are true and correct. Your continued engagement is contingent upon satisfactory background verification. EPAM reserves the right to terminate your engagement without notice if the information and documents provided by you are found incorrect. EPAM warrants

the right to recover the costs incurred to perform the check and withhold your salary thereby.

iv) **Absences from Work**: Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your Internship.

14. **Notice Period**

During the Internship program, your services can be terminated by giving **10** days' notice in writing or payment of stipend in lieu of notice on either side. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. If during the notice period you are absent without permission, your services can be terminated without any notice. Any reduction/ waiver of the notice period shall be at the sole discretion of the Company. The Company may adjust the balance of annual leave, while granting such a reduction/ waiver.

15. **RULES & REGULATIONS**

During your Internship, you will be governed by the rules, regulations of service and orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders.

This offer will automatically lapse if not accepted within one (1) week from the date of this letter.

16. **RETIREMENT**

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

You are requested to submit a copy of all the below mentioned documents. All the documents are mandatory to submit on the day of your joining:

i) Certificates in proof of your educational qualifications (X, XII, Graduation, Masters for the years/semesters completed)
ii) Address and ID proof (Passport & PAN)
iii) Four passport size photographs (the background should be white)
iv) Resume

You are requested to report for duty formally on or before **Feb 16, 2022** at **10:30 AM**.

ANNEXURE-I- INTERN

Name of the Intern : Narahari Mohith Kumar
Designation : Intern

Components	Per Month	Per Annum
Base Salary (A)	**12600**	**151200**
Employer PF	1800	21600
Employer ESI	600	7200
CTC	**15000**	**180000**
Intern PF	1800	21600
Intern ESI	221	2652
Gross Deduction (B)	**2021**	**24252**
Net Pay (A-B)	**10579**	**126948**

ANNEXURE-II

DATE OF JOINING

Your FTE will commence from **July 01, 2022.**

DESIGNATION

Junior Software Engineer

NOTICE PERIOD : Your services can be terminated by giving 60 days' notice, in writing or payment of salary in lieu of notice on either side. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. In case you opt to take leave during the notice period, the notice period will be extended by the period of leave taken. If during the notice period you are absent without permission, your services can be terminated without any notice. Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust the balance of annual leave, while granting such a reduction/ waiver.

LEAVE: You will be entitled to 20 days' leave in a calendar year on a monthly accruals basis. If your joining is in between a calendar year, the said number of leaves shall be pro-rated. You can utilize advance leave against accrued leaves to a maximum of 5 days in 6 months. Jan to November 1.7 days per Month, December 1.3 days.

COMPENSATION: Your total salary per annum is INR 6,00,000 (Rupees Six Lakh Only). Details of your salary structure are given below.

FTE Compensation Break up

Components	Per Annum	Per Month
Basic	171,360	14,280
HRA	68,544	5,712
Bonus (Statutory)	16,800	1,400
Other Allowances	313,458	26,121
Gross	570,162	47,513
PF - Employer's Contribution	21,600	1,800
Gratuity	8,238	687
Fixed Compensation	600,000	50,000
Cost to Company	600,000	50,000

Other Allowances:

Other allowances includes Flexible benefits as a component to your salary structure that you can select from the list below to avail of tax benefits per the Income Tax Act provisions and as provided for in the payroll structure/policy of the company. Conditions and limitations may apply.

Lunch Allowance	Maximum of INR 2200/- per month

Telephone & Internet	Maximum of INR 2000/- per month
Children Education	Maximum of INR 100/- for education and INR 300/- for boarding expenses per child and for a maximum of two children
Leave Travel Assistance	Leave Travel Allowance is allowed twice in a block of four years as stipulated in the Income Tax Act
Business Attire	Maximum of INR 1000/- per month
Professional Development	Maximum of INR 1000/- per month
National Pension Scheme	Maximum 10% of Basic per month

Thanking you,

Yours faithfully
For EPAM Systems India Private Limited

SRINIVAS MUMMAREDDY

Digitally signed by SRINIVAS MUMMAREDDY
Date: 2022.02.04 12:05:34 +05'30'

Srinivas Reddy
Managing Director

OFFER LETTER ACCEPTANCE:

No signature is required from upon acceptance of this offer. By clicking the acceptance button, you have agreed to be bound by the terms & conditions upon which the offer of employment has been made. An acknowledgment of receipt of the acceptance will be sent to you. This contract is legally binding based on the laws of India.

requirements of the project.

Acknowledgement of confirmation to this mail as a reply is expected before 18th October, 2021. The same would be considered as your confirmation of acceptance of terms & conditions.

Please feel free to get in touch with me for any clarifications/information.

Wishing you a great career with Virtusa!

Regards,
Team GTP
Virtusa.

Date: 15-Dec-21

Dear Neeliaarty Nikhila,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**: Your Annual Guaranteed Compensation will be Rs. **2,37,000/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**: Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,000/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**: Upon you joining the Company, you will be positioned as Grade **JL18** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance**: In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location**: Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave**: You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further

Scanned with Oken Scanner

details in this regard. By agreeing to these terms and conditions, you agree to visit Company's Intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, as communicated by you, can be treated as the authenticated (without limiting the right of the Company to notify / communicate to you through any other mode or e-mail ID(s) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation:** If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to

Scanned with Oken Scanner

terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not connect / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or

Scanned with Oken Scanner

deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have (executed / to execute) any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carry out the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before 5 business days else, this Offer letter stands void.

Scanned with Oken Scanner

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisors may result in termination of employment or withdrawal of this offer.

Accepted: N. Nikhila

Full Name: Naralasetty Nikhila Date: 16/12/21

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Scanned with Oken Scanner

CSS CORP

Name:	<<Name>>			
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
Basic Pay	30%	On TGC	5,919	71,330
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,250
Special Allowance*	Balancing Component		7,897	94,769
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**18,782**	**237,568**
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,068**
Night Shift Allowance (1/5)	22 days		3,300	39,600
Total Allowances***				**39,600**
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				600,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the individual and Company's performance.				

CSS Corp Private Limited
CIN: U72900TN2000PTC045034
Regd Address: Plot No-32 ABC, 4th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel: 91 44 66700000, www.csscorp.com

Scanned with Oken Scanner

CSS CORP

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

CSS Corp Private Limited
CIN: U72900TN2000PTC115034
Regd Address: Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel: 91 44 66768000, www.cssscorp.com

Scanned with Oken Scanner

Letter of Appointment

Ref. No: ICSL/Employee/5682BR/14026/August 10, 2022
Date : August 10, 2022

Naru Narayana Reddy
1-31,Pachalavenkatapuram, Bestavaripeta, prakasam
Andhra Pradesh
prakasam, Andhra Pradesh
523346, India

Dear Naru Narayana Reddy,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **August 18, 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, PhaseII, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore 560066**.

Salary (on Cost to Company): Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

Work Location: Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 – IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Acknowledged and agreed

_____

Naru Narayana Reddy
Date:

Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/ customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations.

You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party specified days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days).

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended incase the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the gross salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the gross salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

(a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

(b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

(c) Any act of moral turpitude.

Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.
- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.
- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (In the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement

Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative 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 confined to you or become known to you in the course of your service or otherwise.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.

Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite it is intended to avoid conflict between your interest as an employee and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter thereof.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: _____

Name: _____

Date: _____

Annexure – 1
Compensation Package for Naru Narayana Reddy

Grade : E1

Components	Monthly	Yearly
Basic	15000.00	180000.00
House Rent Allowance	7500.00	90000.00
Educational Allowance	200.00	2400.00
Advance Statutory Bonus	3000.00	36000.00
Infinite Flexible Benefit Plan (IFBP *)	6773.17	81278.04
Leave Travel Allowance		7500.00
Annual Total Fixed Compensation (A)	**32473.17**	**397178.04**
PF (Employer Contribution)	1800.00	21600.00
GMC, GPA & GTL		22582.00
Gratuity		8640.00
Annual Total Benefits (B)		**52822.00**
Annual Total Compensation (A + B)		**450000.04**

*Please refer annexure 2 for IFBP details

- The Mediclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Service Agreement : Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated _____ to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Accepted on: …… /……. /…….

Signature: _____

Name: **Naru Narayana Reddy**

Annexure - 2 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,200/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 6000/- along with registration and administrative charges per year with a maximum limit of 10% of your Annual Basic to an extent of 1lakh for Tax exemption under Section 80CCD (2)

Annexure – 3

Submission of Documents: You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.

Name (as per Aadhar Card)	Nelluri Lakshmi Jahnavi				
Date of joining (dd/mm/yyyy)	14/02/2022	Gender	Female	Age	21
Blood Group	Date of birth (dd/mm/yy)	Telephone contact no(s).	1 6302902692		
AB+	17/07/00		2 9346330074		
Current Address with PIN code *(Please print complete postal address)*	Sarikonda palem village, Vaddemgunta post, Bollapalli mandal, Guntur district, Andhra Pradesh, Pincode: 522657				
Personal email id	jahnavinelluri01@gmail.com				
Permanent Address with PIN code *(Please print complete postal address)*	Sarikonda palem village, Vaddemgunta post, Bollapalli mandal, Guntur district, Andhra Pradesh, Pincode: 522657				
Names and details of two emergency contacts:	Name Contact No Relationship	N.Srinivasa Rao 8522874579 Father			
	Name Contact No Relationship	N.Venkata Sarath Sai 9346330074 Brother			
Marital status	□ **Unmarried** □ Married □ Widow □ Widower				
Designation [As per offer letter]	IT Trainee				
Passport Number *	V4318397	Passport issuing Country	INDIA		
PAN *	CHVPN8402P	Aadhar Number *	943961373498		

Are you related to anyone in FIS in any manner? (Example - employee's spouse, domestic partner, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in- law, aunt, uncle, cousin and any other member of the employee's household). **NO**

Name of the Employee: Relationship :

I hereby declare that all entries mentioned above are true and complete, and I agree and understand that any falsification of the information herein may cause non-qualification or forfeiture or dismissal of employment. I understand that all information on this report is subject to verification.

Signature	N.Lakshmi Jahnavi

Place	SARIKONDAPALEM	Date	07/02/2022

* Please submit a Clear copy of these documents along with the joining form.

Gmail

rakesh nrvs <nrvsrakesh.14@gmail.com>

Mphasis_Letter of Intent!

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, Oct 28, 2021 at 5:30 PM
To: "nrvsrakesh.14@gmail.com" <nrvsrakesh.14@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2218

Dear Raga Venkata Sai Rakesh Nidadavolu,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

July 22nd ,2022.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Pasupuleti Rajeswari D/o Pasupuleti Venkat Rao is working with Phenom People Pvt Ltd.

Emp ID : IMC0902.

DOJ : 03-02-2022 To till the date.

Designation : Intern.

This letter is issued upon Employee Request for Internship Purpose.

For Phenom People Pvt Ltd.

Shiv Thakur
Manager – HR & Admin

Gmail

john pedapati <johnpedapati2001@gmail.com>

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> 28 October 2021 at 17:31
To: "johnpedapati2001@gmail.com" <johnpedapati2001@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2241

Dear Samuel John Pedapati,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Gmail

Raghu Ram.9 <raghuramposina9@gmail.com>

Mphasis_Letter of Intent!

2 messages

Mphasis - Campus Hiring <campushires@mphasis.com> 28 October 2021 at 17:30
To: "raghuramposina9@gmail.com" <raghuramposina9@gmail.com>
Cc: "placementofficer@gecgudlavalleru.ac.in" <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2211

Dear Posina Sri Raghu Ram,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of

building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Raghu Ram.9 <raghuramposina9@gmail.com> 28 October 2021 at 18:35
To: gayathrireddytavva10804@gmail.com

raghuram
[Quoted text hidden]

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, 28 Oct 2021 at 17:32
To: rayapatinagamani01@gmail.com <rayapatinagamani01@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2193

Dear Nagamani Rayapati,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Letter of Intent (LOI)

Superset ID: 1122736

November 02, 2021

Dear Devi Sunkara,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Mphasis_Letter of Intent!

Inbox

Mphasis - Camp... 10/28/2021
to me, placementofficer@...

Ref.No- MPHTH_CC2022-2267

Dear Sura Srividhya,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with

- You will be offered the position of **'Associate Software Engineer'** in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages,

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at

subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

From: "Campus HR Team" <wipro+email+2ebbp-0606c526d8@talent.icims.com>
To: tsaialekhyasai@gmail.com
Date: 10/28/2021 2:47:40 AM
Subject: Wipro Campus Update_LOI

October 28, 2021

Dear Sai Alekhya Tadivaka ,
Resume Number - 22847270

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

This message was sent to tsaialekhyasai@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=9ADF22847270&contactId=13728999

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Letter of Intent (LOI)

Superset ID: 1348138

November 02, 2021

Dear Thammu Chandan,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Gmail

akhila tirukkovalluri <tirukkovalluriakhila@gmail.com>

Wipro Campus Update_LOI

2 messages

Campus HR Team <wipro+email+2avx1-4f88920d7d@talent.icims.com> Mon, Oct 18, 2021 at 10:03 PM
Reply-To: Campus HR Team <wipro+email+2avx1-4f88920d7d@talent.icims.com>
To: tirukkovalluriakhila@gmail.com

October 18, 2021

Dear AKHILA TIRUKKOVALLURI ,
Resume Number - 22847441

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

This message was sent to tirukkovalluriakhila@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=FAE122847441&contactId=13265952

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

---

akhila tirukkovalluri <tirukkovalluriakhila@gmail.com> Tue, Oct 19, 2021 at 12:21 PM
To: vyshnavimandadi13@gmail.com

[Quoted text hidden]

Letter of Appointment

Ref. No: ICSL/Employee/6160BR/17631/September 8, 2022
Date : September 8, 2022

Jahnavi Ukoti
Sivalayam street,door no:3-239,Vuyyuru,
district of Andhra Pradesh,Pincode
Krishna, Andhra Pradesh
521165, India

Dear Jahnavi Ukoti,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **September 15, 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. Plot No. 1, Hill # 3, APIIC IT / ITES SEZ, Rushikonda, Madhurawada, Visakhapatnam, Andhra Pradesh – 530045**.

Salary (on Cost to Company): Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

Work Location: Your initial work location will be **Visakhapatnam**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 – IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Acknowledged and agreed

_____

Jahnavi Ukoti
Date:

Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/ customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations.

You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party specified days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days).

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended incase the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the gross salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the gross salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

(a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

(b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

(c) Any act of moral turpitude.

Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.
- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.
- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (In the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement

Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative 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 confined to you or become known to you in the course of your service or otherwise.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.

Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite it is intended to avoid conflict between your interest as an employee and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter thereof.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: _____

Name: _____

Date: _____

Annexure – 1
Compensation Package for Jahnavi Ukoti

Grade : E1

Components	Monthly	Yearly
Basic	15000.00	180000.00
House Rent Allowance	7500.00	90000.00
Educational Allowance	200.00	2400.00
Advance Statutory Bonus	3000.00	36000.00
Infinite Flexible Benefit Plan (IFBP *)	6773.17	81278.04
Leave Travel Allowance		7500.00
Annual Total Fixed Compensation (A)	**32473.17**	**397178.04**
PF (Employer Contribution)	1800.00	21600.00
GMC, GPA & GTL		22582.00
Gratuity		8640.00
Annual Total Benefits (B)		**52822.00**
Annual Total Compensation (A + B)		**450000.04**

*Please refer annexure 2 for IFBP details

- The Mediclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Service Agreement : Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated _____ to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Accepted on: …… /……. /…….

Signature: _____

Name: **Jahnavi Ukoti**

Annexure - 2 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,200/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 6000/- along with registration and administrative charges per year with a maximum limit of 10% of your Annual Basic to an extent of 1lakh for Tax exemption under Section 80CCD (2)

Annexure – 3

Submission of Documents: You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.

Gmail

Maneesha Vallamkonda <maneesha101113@gmail.com>

Wipro Campus Update_LOI

1 message

Campus HR Team <wipro+email+28h6u-edb1640baf@talent.icims.com> Tue, Oct 12, 2021 at 2:24 PM
Reply-To: Campus HR Team <wipro+email+28h6u-edb1640baf@talent.icims.com>
To: maneesha101113@gmail.com

October 12, 2021

Dear VALLAMKONDA MANEESHA ,
Resume Number - 22847699

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	**AMOUNT (INR)**
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

This message was sent to maneesha101113@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=5BB122847699&contactId=13012138

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

OFFER & APPOINTMENT LETTER

Offer Release Date: September 2, 2022

Dear Vallarapu Yasaswini,
Location: Vijayawada,520013
., Vijayawada,
Andhra Pradesh, India, .

Dear **Vallarapu Yasaswini,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 6, 2022** at 9:00 A.M at the following address **ChennaiSEZ-SDB3-U2-2F,3F,4F,5F.**Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in **Annexure I.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD
Corporate Identification Number [illegible]
B-39, Sector 1, NOIDA [illegible], UP, India
T: +91 120 [illegible] F: +91 120 [illegible]
Registered Office: [illegible] Nehru Place, New Delhi [illegible], India
www.hcltech.com
www.hcl.com

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

[illegible]

ANNEXURE II

Welcome aboard…

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL Technologies Ltd.**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Chennai**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.• In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
B-30, Sector 1, NOIDA 201 301, UP India
T: +91 120 4624700, 2537888 F: +91 120 7426633
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
B-30, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4624700, 23378844 F: +91 120 7426833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

[illegible]

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

Disclaimer: ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: Location: Vijayawada,520013
., Vijayawada,
Andhra Pradesh, India, .
Email ID: yasaswinivallarapu@gmail.com
Telephone Number: 9515900484

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Signature of Employee:

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Vallarapu Yasaswini
September 2, 2022

Letter of Intent (LOI)

Superset ID: 1154501

November 02, 2021

Dear INDUMAHI VANGA,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1118123

November 02, 2021

Dear Vemavarapu Praharshitha,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

HRD/3T/1003566436/22-23 June 28, 2022

Ms. Vemula Bhanusri
No.2-51, Valandhapalem ,
Avanigadda, Krishna District
Vijayawada-521121
India

Ph: +91-6301022461

Dear Vemula,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.28 19:33:49 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1003566436/22-23 June 28, 2022

Ms. Vemula Bhanusri
No.2-51, Valandhapalem ,
Avanigadda, Krishna District
Vijayawada-521121
India

Ph: +91-6301022461

Dear Vemula,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **15-Sep-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.28 19:33:49 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Vemula Bhanusri**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Vemula Bhanusri**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Terms & Conditions of Employment Agreement

Name of the Joinee :**VEMURI BHARGAVI**

Location :**Hyderabad**

Date :**18-Aug-2022**

Appointment Ref. No. :_____

Please read through this document carefully, sign at the end and hand this over along with your other joining papers. This is necessary and forms part of your joining papers.

Agreement to Terms & Conditions of Employment

1. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in this letter.
2. If during the period of your service, the Management comes to the conclusion that you have committed any misconduct, you may be dismissed from service as per the rules of the company with immediate effect, notwithstanding anything else mentioned in this letter.
3. You are required not to engage yourself in any other gainful or commercial employment, business or activity part-time or full-time, directly, indirectly or simultaneously as long as you are employed with HCL Technologies India Pvt. Ltd. or engage yourself directly or indirectly in any other profitable business connected with the dealings or activities of the company in any way. Any action to the contrary would render your services liable for termination notwithstanding any other conditions in this letter.
4. You are required to maintain the secrecy of, and not to divulge or communicate in any manner, any information regarding your remuneration to any other employee of the Company except to your immediate superior.
5. Your appointment and its continuance is subject to your being certified physically and mentally fit by a qualified registered medical practitioner (RMP) nominated by the Company. The opinion of the RMP nominated by the company shall be final & binding on the parties.

AUTHORISED SIGNATORY

Name : VEMURI BHARGAVI
Date : 18-Aug-2022
Signature : .....

For execution by all the employees of the Company

UNDERTAKING

As a condition and consideration of my employment or association with HCL Technologies, Ltd, its subsidiaries, affiliates, successors and assigns (together the "Company"), in a responsible position and my receipt of the compensation now and hereafter paid to me by the Company, I hereby agree to the following:

1. Confidential Information

a. Company Information I confirm that protection of the Company's Confidential Information and goodwill is of utmost necessity and that I agree that I shall not, directly or indirectly, except where authorized by the competent authority of the Company for the benefit of the Company at any time divulge, communicate or disclose to any persons, firms, corporations, companies, company's clients / customers, governmental entities or agencies or any other entities, other than the Company ("Third Parties"), or use or cause or authorize any Third Parties to use except for the benefit of the Company, any such Confidential Information, or any other information which I know or should know by virtue of being the employee of the Company, whether or not any of the foregoing information is actually novel or unique, except as otherwise required by law,

b. Former employer Information I agree that I will not, during my employment or association with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or Third Parties and that I will not bring into the premises of the Company any unpublished document or proprietary information belonging to any such employer or Third Parties unless consented to in writing by such employer or Third Parties.

c. Third Party Information. I recognize that the Company has received and in the future will receive from Third Parties, which may or may not be the customers or prospective customers of the Company, their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out my work for the Company in conformity with the Company's agreement with such Third Party.

d. Employee Has and Shall Receive Confidential Information I acknowledge that I have been provided with information about the Company during the term of my employment or association with the Company (including any renewals or extensions) and my employment or association will continue to bring me into close contact with confidential affairs of the Company. Thus, I acknowledge that by reason of my employment or association with the Company, I will acquire Confidential Information.

e. Employee Acknowledges Importance of Confidential Information I acknowledge that all Confidential Information is of great value to Company, and essential to preservation of the business and the goodwill of the Company.

f. Employee's Services Special and Unique I recognize the duties and services to be performed by myself, as an employee or associate of the Company, are special, extraordinary and unique, and intellectual in nature.

Signature_____

g. Confidential Information shall include all:

1. Production processes, marketing techniques and arrangements, mailing lists, purchasing information, pricing policies, quoting procedure, financial information, funding information, customer and prospect names and requirements, employee, customer, agents, supplier and distributor data, business strategies, plans, assets, liabilities, revenues, profits price lists and other material or information relating to the Company's business and the manner in which the Company carries out its business:
2. Computer software whether now or hereafter existing, developed for use of any operating system or machine, all modifications, enhancements, and versions and all options available with respect thereto, and all future products developed or derived there from.
3. Source and object code, flowcharts, algorithms, coding sheets, routines, sub- routines, compilers, assemblers, design concepts and related documentation and manuals.
4. Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities, processes, formulas, products, patents, inventions, computer-related equipment or technology, techniques, "know-how", designs, drawings and specifications, procedures, methods, designs, strategies and any other information required for carrying out the business of the Company. These shall also include any information about the customers and clients of the Company.
5. All other materials or information related to the business or activities of the Company, which are not generally known to others engaged in similar businesses or activities.
6. All ideas which are derived from or related to my access to or knowledge of any of the enumerated materials and information, and
7. All information about or belonging to suppliers and clients of, and all parties to any agreement with, the Company which would be confidential information pursuant to the above definition if such other parties were in the position of the Company.
8. The markets, customers, prospective customers (whom Company has contacted, made sales presentations, provided bids, or otherwise specifically solicited during the Term hereof), suppliers, vendors and employees of the Company, records of transactions, and other information concerning the business of Company. Such customers or prospects shall include, but not limited to customers of the Company on whom I called or with whom I became acquainted while being associated with the Company.
9. The absence of any marking or statement that particular information is Confidential Information shall not affect its status as Confidential Information.

I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form and whether oral, written,stored in a computer database or otherwise, which has been disclosed by the Company or any of its employees or promoters to myself. I understand that Confidential Information does not include any of the foregoing items, which has become publicly known and made generally available through no wrongful act of mine or of others who were under confidentiality obligations as to the item or items involved. I hereby accept the responsibility for maintaining the secrecy and confidentiality of such Information and all portions thereof during the term of my employment or association with the Company and for a period of eighteen (18) months thereafter following the termination of my employment or cessation of my association with the company and

Signature V. Bhargavi

recognize without any objection or protest the unequivocal right of the Company to ascertain from my employers of any breach or threatened breach by me of this undertaking.

f) Ownership of Confidential Information

- All rights, title and interest in all Confidential Information shall be and remain the exclusive property of the Company including all Confidential Information developed in whole or in part by me during my assignment with the Company, I agree and shall assign to the Company all right, title and interest I may have in such Confidential Information and to execute any instruments and to do all other things reasonably requested by the Company both during both during and after my tenure with Company in order to vest more fully in the Company all ownership rights in Confidential Information transferred by me to the Company.
- If any one or more of the items described above are protected under the copyright laws and international copyright treaty and are deemed in any way to fall with the definition of “work made for hire”, the copyright of which shall be owned solely, completely and exclusively by the Company. If any one or more of the aforementioned items are protected by categories of work covered by the “work made for hire” definition contained under any relevant law of any nation or jurisdiction, such items shall be deemed to be assigned and transferred completely and exclusively to the Company by virtue of the execution of this Agreement.

g). Materials. All notes, data, tapes, reference items, sketches, drawings, memoranda, records and other materials in any way relating to Confidential Information or otherwise to the Company’s business shall belong exclusively to the Company, and I shall return to the Company all copies of such materials in my possession or under my control at the request of the Company or, in the absence of such a request, upon the termination of my employment or cessation of my association with the Company. This section will be enforceable against my heirs, successors and assigns.

2. Proprietary Information

- Return of Proprietary Information Upon termination of my employment or cessation of my association with the Company, for any reason, I shall immediately turn over to the Company any "proprietary information," as defined below. I shall have no right to retain any copies of any material qualifying as "proprietary information" for any reason whatsoever after termination of my employment or cessation of my association with the Company, without the express written consent of the Company.
- Non-Disclosure It is understood and agreed that, in the course of my employment hereunder and through my activities for and on behalf of the Company, I will receive, deal with and have access to the Company's "proprietary information" and I hold the Company's "proprietary information" in trust and confidence for the Company. I agree that I shall not, during the term of this Agreement or thereafter, in any fashion, form or manner, directly or indirectly, retain, make copies of, divulge, disclose or communicate to any person, in any manner whatsoever, except when necessary or required in the normal course of my employment hereunder and for the benefit of the Company or with the express written consent of the Company, any of the Company's "proprietary information" or any information of any kind, nature or description whatsoever concerning any matters affecting or relating to the Company's business.
- Proprietary Information Defined. For purposes of this Agreement, "proprietary information" means and includes the following: the identity of clients or customers or potential clients or customers of the Company; any written, typed or printed lists or other materials identifying the clients or customers of the Company; any

Signature V. Bhargavi

financial or other information supplied by clients or customers of the Company; any and all data or information involving the techniques, programs, methods or contacts employed by the Company in the conduct of its business; any lists, documents, manuals, records, forms, or other material used by the Company in the conduct of its business; any descriptive materials describing the methods and procedures employed by the Company in the conduct of its business; and any other secret or confidential information concerning the Company's business or affairs. The terms "list" and "document" (or their equivalent) as used in this Section are not limited to a physical writing or compilation but also include any and all information whatsoever regarding the subject matter of the "list" or "document," whether or not such compilation has been reduced to writing.

3. Inventions

a. Inventions Retained and Licensed. I have attached hereto, as Exhibit A, a list describing all inventions, original works of authorship,developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions.If in the course of my employment or association with the Company, I incorporate into a Company product, process or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable,perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

b. Assignment of Inventions Any and all inventions, products, designs, discoveries, literary works, art works and work product of any nature (collectively, the "Inventions"), whether or not can be patented or copyrightable, which I have conceived and/or made during my employment or association with the Company, whether or not during working hours, and which have or may have any applicability to any aspect of the business of the Company, shall be the sole and exclusive property of the Company, and by the execution hereof, I hereby irrevocably assign, transfer and convey to the Company all of my right, title and interest in and to all Inventions, which may be developed during my employment or association with the Company (solely or jointly with others). I shall inform the Company of any Inventions promptly after it has been conceived and/or made in the detail necessary to permit the Company to understand the same and practice them without the exercise of further inventive skill. When required to do so by the Company, I shall execute any and all documents necessary to desirable to convey title in any copyright or patent applications covering any of such Inventions in India or in foreign countries. However, the failure on my part to so execute any such documents shall in no way be deemed to affect the assignment, transfer and conveyance of such Inventions to the Company hereby.

c. Maintenance of Records. I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to and remain the sole property of the Company at all times.

d. Patent and Copyright Registrations I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company and its nominees the sole and exclusive rights, the title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in

Signature V. Bhargavi

my power to do so, any such instrument or papers shall continue after the termination of my employment or cessation of my association with the Company. If the Company is unable, because of my mental or physical incapacity or for any other reason, to secure my signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and in my behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

4. Non-Competition I agree that, during the term of my employment or association with the Company, I will not engage in any other employment, occupation, consulting or other business activity with any Third Parties, directly related to the business in which the Company is now involved or becomes involved during the term of my employment, nor will I engage in any other activities that conflict with my obligations to the Company. I also agree that after the termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not undertake any employment or enter into any kind of association with any Third Parties for a period of eighteen (18) months in India or any place outside India where I was posted by the Company in the last eighteen (18) months prior to the termination of my employment or cessation of my association with the Company, where such Third Parties are in competitive business with the Company and whereby to carry out my functions with such Third Parties I may be obliged to use any of the Confidential Information, Proprietary Information, Inventions belonging to the Company or Third Party Information made available to the Company. I further agree that I shall abide by the provisions of Exhibit B as and where applicable to myself. I understand that if I violate the above undertaking then I shall be liable for suitable damages, which will be decided at the discretion of the Company after taking into consideration the nature and extent of the violation. I acknowledge that the Confidential Information, Proprietary Information or Inventions constitute one of Company's main strengths, and that the Company has a legitimate interest in including a non-competition clause in this Agreement. I also agree that if any of the provisions of this Agreement is violated or likely to be violated then the Company shall also be entitled to move for injunction against me before a competent court

5. Returning Company Documents I agree that, at the time of leaving the employment or on the cessation of my association with the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all Confidential Information, Proprietary Information or Inventions or reproductions of any aforementioned items developed by me pursuant to my employment or association with the Company or otherwise belonging to the Company.

6. Protection of Systems & Environment I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet usage Policy, Information Security Policy etc., and their modifications from time to time. I understand that as part of my job requirement, I may be required to or would have access to Company's and Company customer's work and computer environment and as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature,including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits),malicious logic, worm, trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems, unless specifically and expressly directed in writing by the Company to do so.

Signature V. Bhargavi

I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

7. Notification to New Employer In the event that I leave the employment or if my association with the Company ceases, I hereby grant consent to notification by the Company to my new employer about my rights and obligations under this undertaking.

8. Solicitation of Employees For a period of eighteen (18) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

9. Solicitation of Customers I agree that during the term of my employment or association with the Company and for a period of eighteen (18) months thereafter, I shall not solicit or cause or authorize directly or indirectly to be solicited, or accept or cause or authorize directly or indirectly to be accepted, for or on behalf of myself or Third Parties, any business from any Third Parties who are, at any time within eighteen (18) months prior to termination of my employment or cessation of my association, customers or prospects of the Company.

10. Solicitation of Business Partners I agree that during the term of my employment or association with the Company and for a period of eighteen (18) months thereafter, I shall not solicit or authorize directly or indirectly to be solicited for or on behalf of myself or any Third Parties any of the Principals, Distributors, Agents, Re-sellers, Joint Venture Partners, Dealers, any major Suppliers or any business partners of the Company, who have at any time within eighteen (18) months prior to the termination of my employment or cessation of my association have a relationship with the Company, to disassociate or modify their relationship with the Company to my benefit or to the benefit of any Third Parties. This shall include any of the parties with whom the Company made substantial progress in negotiating any relationship in the nature described above.

11. Representations I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement.I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by me in confidence or in trust prior to my employment or association with the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

12. General Provisions

- Governing Law: Consent to Personal Jurisdiction: The laws of the Republic of India shall govern this Agreement. I hereby expressly consent to the jurisdiction of such competent courts in India for any lawsuit filed there against me by the Company arising from or relating to this Agreement.
- Entire Agreement: This Agreement and my employment agreement with the Company set forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior agreements and discussions between us. No modification of or amendment to this Agreement, nor any waiver of any rights under this agreement, will be effective unless in writing signed by the party to be charged.Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.
- Severability: If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

Dated: 18-Aug-2022

V. Bhargavi

Signature

VEMURI BHARGAVI

Name of Employee (typed or printed)

Witness Name_____

Witness Signature V. Raju

EXHIBIT A

LIST OF PRIOR INVENTIONS
AND ORIGINAL WORKS OF AUTHORSHIP

Title	Date	Identifying Number or Brief Description

_____ No inventions or improvements

_____ Additional Sheets attached

Print Name of Employee: **VEMURI BHARGAVI**

Date: **18-Aug-2022**

Signature V. Bhargavi

EXHIBIT B

The following are the activities, as applicable, the Employee has agreed not to do after the termination of his employment or cessation of his association with the Company. These are not exhaustive in nature and are in addition to the obligations he has already undertaken in the Agreement:

1. Shall not during the term of his employment or association with the Company and for a period of eighteen (18) months thereafter, solicit or cause or authorize directly or indirectly to be solicited, or accept or cause or authorize directly or indirectly to be accepted, for or on behalf of himself or any Third Parties any project on which he had worked for any customer(s) of the Company in a period of eighteen (18) months prior to the termination of his employment or cessation of his association with the Company. He shall also not work on any project(s) similar to any project(s), he is or was working for any customer(s) of the Company for a period of eighteen (18) months prior to the termination of his employment or cessation of his association with the Company, for any competitor(s) of the said customer(s) of the Company during the term of his employment or association with the Company and for a period of eighteen (18) months thereafter.
2. Cannot make use of any exclusive project related technology applied by the Company and about, which he came to know during his employment or association with the Company.
3. Cannot work on similar project(s), for and on behalf of any Third Parties, which he is or was working on for a period of eighteen (18) months prior to the termination of his employment or cessation of his association with the Company, using non-generic (specific methodology, techniques etc.) skills acquired during his employment or association with the Company.
4. Cannot use or divulge any proprietary or confidential tool, technology, methods, processes, project methodology of the Company as well as that of any of the clients or customers of the Company for which he worked or came into contact during his employment or association with the Company.
5. Cannot prospect with customers visited as the Company sales employee for a period up to 18 months from cessation of service. Cannot also make sales calls to any prospect in the concerned region of the geography of the Company for a period of 18 months from cessation of service.
6. Cannot join the sales department of such Third Parties who are or were customers of the Company for eighteen (18) months prior from the date of the termination of his employment or cessation of his association with the Company and with which he was dealing with directly as the contact person for the Company.
7. Cannot divulge to any Third Parties about the sales revenues of the Company from its customers in India or any place outside India where he was posted by the Company in the last eighteen (18) months prior to the termination of his employment or cessation of his association with the Company or the sales revenue of any other territory if he came to know about the same because of his employment or association with the Company.
8. Cannot divulge or use or share with any Third Parties the sales and marketing strategy and competition, sales plans, account plans, strategies, documents and presentations and any related information about the Company, which are in the nature of proprietary information of the Company and, which he came to know about because of his

Signature_____

employment or association with the Company, for his own benefit or for the benefit of any Third Parties for eighteen (18) months prior to the termination of his employment or cessation of his association with the Company.

9. Cannot divulge or use, utilize, divulge or share with any Third Parties any information, facts, information, documents and any related information about the Company, which are in the nature of proprietary information of the Company or otherwise and, which he came to know about because of his employment or association with the Company, for his own benefit or for the benefit of any Third Parties for eighteen (18) months prior to the termination of his employment or cessation of his association with the Company.

Signature_____

Internet Usage and Electronic Mail Policy

Objective:

To lay down the rules and regulations governing usage of HCL Technologies' Internet Connectivity and E-mail facility for enhanced operational performance and adhering to legal, security and safety requirements.

Scope:

This Policy is applicable to all employees of HCL Technologies who access Internet and E-mail from their work premises,whether at HCL Technologies centers and offices or at on-site assignment locations/customer premises. This guideline is applicable to all systems under the jurisdiction and/or ownership of HCL Technologies, inclusive of hired systems.

Need for Policy:

- Loss of confidential data: Company sensitive information may leak out through E-mail, FTP or Newsgroup Communications.
- Potential Legal liabilities or negative publicity through inappropriate usage of Internet.
    - Violation of software licensing laws by illegally downloading unlicensed software from Internet.
    - Conduct of personal business using company resources.
    - Visit to inappropriate sites allowing company domain to be captured, possibly resulting in negative publicity
- Loss of employee productivity: Management is concerned about the impact of non-business related surfing on employee productivity and cost associated with wasted time/salary.
- Internet Access is not free. Non-business usage of Internet results in real costs to the organization- for example, the cost to upgrade network resources such as leased lines, routers, and disk storage in order to handle increased load.

Internet:

- Company provides access to vast information resources of the Internet to help the employees do their jobs faster and smarter and be a well-informed business citizen. Company in turn expects the employees to use these resources optimally.
- All existing company policies apply to their conduct on the Internet especially those that deal with intellectual property protection, privacy, sexual harassment, information and data security.
- Each employee using the Internet facilities shall identify himself/herself honestly and completely when participating in chats, Newsgroups
- Any unauthorized downloaded software via Internet into the company's network is a legal liability to the company. Any such files / softwares may be used only in ways that are consistent with licenses or copyrights.
- Any unusual activity observed in Internet usage shall be reported as an Information Security incident. Refer to Incident Reporting Template in ISMS.

Signature_____

Note: Refer to Internet Usage Guidelines in ISMS for additional information.

E-Mail:

- The use of email systems must be related to business needs. Incidental or occasional personal use of email may occur when such use does not generate a direct cost for HCL Technologies.
- HCL Technologies is committed to respecting the rights of its employees, including their reasonable expectation of privacy. HCL will not monitor electronic mail as a routine matter but it may to do so to the extent permitted by laws, as HCL Technologies deems necessary for purposes of maintaining the integrity and effective operation of the electronic mail systems.
- To the extent permitted by law, HCL Technologies reserves the right to access and disclose the contents of user's electronic mail.
- Company reserves the right to intercept and filter out incoming attachments in e-mails, if found malicious and unauthorized.
- All messages generated on or handled by electronic communications systems, including back-up copies are considered to be the property of HCL Technologies and are not the property of users of the electronic communication services.
- Any unusual activity observed in E-mail usage shall be reported as an Information Security incident. Refer Incident Reporting Template.

Note:Refer to Electronic Mail Guidelines in ISMS.

E-mail Etiquette:

- Write well-structured mails. Always include a short and descriptive and meaningful subject heading.
- Compress attachments whenever possible.
- Do not send unnecessary attachments.
- Clean up e-mails before forwarding them, so that the original idea is not hidden in obfuscation.
- Don't send or forward e-mails containing libelous, defamatory or offensive remarks.
- Only mark emails as important/priority if they are really important.
- Don't write emails in Capital letters.
- Include your name, job title, contact details in the signature.

Signature_____

Undertaking on Information Security Policy Compliance

E-Mail Policy:
I have read and understood the Company's Electronic Mail Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the company's security software may scan and record, for management use, all mails I send and receive

Internet Policy:
I have read and understood the company's Internet usage policy.I fully understand the terms of this policy and agree to abide by them. I realize that the company's security software may record the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive, for management use.

Camera Usage Policy:
I understand that photography inside Company's premises is not permitted through the usage of any device. Mobile phones and similar devices with cameras shall be utilized for voice communication and short messaging service purposes only.

Removable Media Usage Policy:
I understand that usage of any unauthorized removable media inside the Company's premises with the intent of copying information is strictly prohibited. Any violation could lead to dismissal or even criminal prosecution.
I am aware and accept applicable disciplinary actions, including dismissal or criminal prosecution, in case of violating the above policies.

SAM- Clause:
I agree to abide by all terms and conditions listed in the Software Asset Management (SAM) Policy at all times. I will ensure that software will be installed on my machine only after I have received the requisite approvals for the same. I also agree to keep track of the software inventory on my machine(s), and to take necessary corrective actions if any installation is not in accordance with the SAM Policy. I further agree that the company will not accept any liability in respect of any unauthorized use of software and I shall be personally liable for any damages or other liability arising on account of violation of SAM policy.

Signature_____
Name:VEMURI BHARGAVI
Employee Code:
Place:Hyderabad
Date: 18-Aug-2022
L.O.B.:Apps&SI Delivery-MSFT
Facility: Hyderabad SEZ-PheonixInfo-H01B-U3-4F-5F

(To be retained by the employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employee's Provident fund Scheme, 1952 (Paragraph 34 & 57) &

Employee's Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1	Name of the member	VEMURI BHARGAVI
2	Father's Name : ☐ Spouse's Name : ☐ (Please tick whichever is applicable)	VEMURI RAJU
3	Date of Birth: (DD/MM/YYYY)	08/12/2000
4	Gender: (Male/Female/Transgender)	Female
5	Marital Status: (Married/Unmarried/Widow/Divorcee)	Single
6	(a) Email Id : (b) Mobile No.:	(a) bhargavirajvemuri@gmail.com (b) 9515905137
7	Whether earlier a member of Employee's Provident Fund Scheme, 1952	Yes ☐ No ☐
8	Whether earlier a member of Employee's Pension Scheme, 1995	Yes ☐ No ☐
9	**Previous employment details: [if Yes to 7 AND/OR 8 above]** a) Universal Account Number :	
	b) Previous PF Account Number :	
	c) Date of exit form previous employment : (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No.(if issued)	
10	a) International Worker :	Yes ☐ No ☐
	b) If yes, state country of origin (India/Name of the other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) **to** (DD/MM/YYYY)]	
11	**KYC Details:** (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	3881 9343 3591
	c) Permanent Account Number (PAN), if available	GAOPB3179K

UNDERTAKING

1) Certified that the particulars are true to the best of my knowledge.

2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.

3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.

(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)

4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date : **18-Aug-2022**

Place : **Hyderabad**

V. Bhargavi

Signature of Member

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. **.....** has joined on **.....** and has been allotted PF Number **.....**

B. In Case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

(Post allotment of UAN) The UAN allotted for the member is .....

Please Tick the Appropriate Option :

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC

C. In Case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member

Please Tick the Appropriate Option:

- The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
- As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date :

Signature of Employer with Seal of Establishment

FORM "F"

Emp.Code No.

See sub-rule(1) of Rule 6

NOMINATION

To

M/s. HCL Technologies Limited
A-11, Sector-16
Noida - 201 301

1. Mr/Ms. VEMURI BHARGAVI(Name in Full here) whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in propotion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of Section (s) of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the Said Act.
4. (a * My father/mother /Parents is/are not dependent upon me.(b My husband's father/mother/parents is/are not dependent on my husband
5. I have excluded my husband from my family by a notice dated the _____ to the controlling authority in terms of the provision to clause (h) of Section 2 of the Said Act
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)

Name of nominee/nominees	Address of Nominee	Nominee's relationship with the Employee	Age of Nominee	Proportion by which the Gratuity will be shared
VEMURI LAKSHMI	SANATH NAGAR, VIJAYAWADA	Mother	42	50
VEMURI RAJU	SANATH NAGAR, VIJAYAWADA	Father	48	50

Signature_____

STATEMENT

Name of the employee in Full	**VEMURI BHARGAVI**
Sex	**Female**
Religion	**Hindu**
Whether Unmarried/Married/Widow/Widower	**Single**
Department/Branch/Section where employed	_____
Post Held with Emp.Code No.,if any	_____
Date of Appointment	18-Aug-2022
Permanent Address of the employee	**C/O : , 2-33, ,prasadampadu,karmika nagar,vijayawada rural,krishna, Andhra Pradesh,India, 521108, Telephone No :**

Place **Hyderabad**

Date **18-Aug-2022**

V. Bhargavi

Signature or thumb impression of the Employee

DECLARATION BY WITNESSES

Nomination signed/thumb - impressed before me

Name in full and full addresses of witnesses

1 _____

2 _____

Place _____

Date **18-Aug-2022**

Signature of Witnesses :

1 V. Raju

2 V. Satthish

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No. If any.

Signature of the employer or other
Authorised Officers of the Establishment.
Designation

Dated the : _____

Name and Address of the
Establishment or Rubber Stamp Thereof

NOMINATION FORM

Emp.Code No.

To

M/s. HCL Technologies Limited
A-11, Sector-16
Noida - 201 301

1. I, Mr/Ms. VEMURI BHARGAVI (Name in Full here) , hereby nominate the person(s)mentioned below to receive the benefits under the Term Life and Group personal accident Policy , payable after my death in proportion indicated against the name(s) of the nominee(s).

2. This document supercedes any previous nominations.

NOMINEE (S)

Name of nominee/nominees	Address of Nominee	ID No.	Nominee's relationship with the Employee	Age of Nominee	Proportion by which the Insurance amount will be shared	Name of Guardian (In case nominee is a minor)
VEMURI LAKSHMI	SANATH NAGAR, VIJAYAWADA		Mother	42	50	
VEMURI RAJU	SANATH NAGAR, VIJAYAWADA		Father	48	50	

V. Bhargavi

Note : * ID No. could be either Passport No. / Driving License No. / Voter's ID No. / PAN Card No

Signature_____

Joining Docket For **VEMURI BHARGAVI**

Name of the employee in Full	**VEMURI BHARGAVI**
Father's / Husband's Name	_____
Residential Address	**C/O : , 2-33, ,prasadampadu,karmika nagar,vijayawada rural,krishna, Andhra Pradesh,India, 521108, Telephone No :**
Gender	**Female**
Marital Status	**Single**
Date of Birth	**08/12/2000**
Designation	**NA**
Emp. Code No.	
Date of Appointment	**18-Aug-2022**

Place **Hyderabad**

Date **18-Aug-2022**

V. Bhargavi

Signature or thumb impression of the Employee

DECLARATION BY WITNESSES

Nomination signed/thumb - impressed before me

Name in full and full addresses of witnesses

1 .....

2 .....

Signature of witnesses :

1 ..... V. Raju ..... Date: **18-Aug-2022** Place:.....

2 ..... V. Santhosh ..... Date: **18-Aug-2022** Place:.....

FORM 2 (Revised)

Emp.Code No.

NOMINATION AND DECLARATION FORM FOR UNEXEMPTED/
EXEMPTED ESTABLISHMENTS
Declaration and Nomination Form under the Employees' provident Funds and
Employees' Pension Scheme

(Paragraphs 33 & 61(1) of the Employees Provident Fund Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme,1995)

Name (in Block letters)	**VEMURI BHARGAVI**
Father's/Husband's Name	**VEMURI RAJU**
Date of Birth	**08/12/2000**
Sex	**Female**
Marital Status	**Single**
Account No.	HR/5572/
Permanent Address	**C/O : , 2-33, ,prasadampadu,karmika nagar,vijayawada rural,krishna, Andhra Pradesh,India, 521108, Telephone No :**
Temporary Address	**,16-124/1,RAMALAYAM STREET,SANATH NAGAR,KRISHNA,VIJAYAWADA**

PART - A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s)mentinoed below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death.

Name of nominee/nominees	Address of Nominee	Nominee's relationship with the Employee	Date of Birth	Total amount of share of Accumulations in Provident Fund to be paid to each nominee	If the nominee is a minor, name & relationship & address of the guardian who may receive the amount during the minority of nominee
VEMURI LAKSHMI	SANATH NAGAR, VIJAYAWADA	Mother	01-Jan-1980	50	
VEMURI RAJU	SANATH NAGAR, VIJAYAWADA	Father	01-Jun-1974	50 V. Bhargavi	

1 * Certified that I have no family as defined in para 2(g) of the Employees'Provident Fund Scheme, 1952 and should I acquire a Family hereafter the above nomination should be deemed as cancelled.

2 * Certified that my father/mother is/are dependent upon me.

Signature or thumb impression of the Employee

*Strike out whichever is not applicable.

Part B (EPS) (PARA18)

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children pension in the event of my death.

Name	Address	Date of Birth	Relationship with member

** Certified that I have no family as defined in para 2(vii) of Employees' Pension Scheme , 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2(a)(i) and (ii) in the event of my death without leaving any eligible family member for receiving Pension.

Name of the Nominee	Address of the Nominee	Date of Birth	Relationship with member
VEMURI LAKSHMI	SANATH NAGAR, VIJAYAWADA	01-Jan-1980	Mother
VEMURI RAJU	SANATH NAGAR, VIJAYAWADA	01-Jun-1974	Father
			V. Bhargavi

Date: 18-Aug-2022

Signature or thumb impression of the subscriber

** Strike out whichever is not applicable.

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum. **VEMURI BHARGAVI** employed in my establishment after he/she has read the entries/entries have been read over to him/her by me and got confirmed by him/her.

Sudha Agarwal

place : _____

Signature of the employer or other

Authorised Officers of the Establishment.

Designation_____

Dated the : _____

Name & Address of the Factory/

Establishment or Rubber Stamp Thereof

HCL TECHNOLOGIES

Information Release Authorization	
• I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may result in termination of employment. • If upon investigations, any of this information is found to be incomplete or inaccurate, I understand that I will be subject to dismissal at any time during my employment. • I hereby authorize **HCL technology Ltd** and/or any of its subsidiaries or affiliates and any persons or organizations acting on its behalf (**TP ----------**.), to verify the information presented on this application form and to procure an investigative report or consumer report for that purpose. • I hereby grant authority for the bearer of this letter to access or be provided with full details of my previous records. In addition, please provide any other pertinent information requested by the individual presenting this authority. • I hereby release from liability all persons or entities requesting or supplying such information. • I authorize HCL Technology Ltd. to contact my present employer.Yes No • I have read, understand, and by my signature consent to these statements.	
Name (In Block Letters): VEMURI BHARGAVI	**Date: 18-Aug-2022**

Documents Required(Compulsory)	
Completed &Signed Application Form	Two Passport Size Photographs
Copy of Relevant Education Certificates	**Current Address Proof***(if stay at current address > 6 months)* else **Longest Stay Address Proof. *Please note:*** *Your name should be mentioned on the address proof.* ***Accepted address proofs:*** *MTNL Bill / Electricity Bill/ Copy of Rent Agreement/ Passport/ Voter Id/ Driving License.*
Copy of all past Employment Relieving Letters / Salary Slips	

Signature_____

All details are compulsory

COST TO COMPANY(CTC) FOR VEMURI BHARGAVI	
Email: bhargavirajvemuri@gmail.com	
Band: E1	
Designation: GRADUATE ENGINEER TRAINEE (GET)	
Issued Date:Thursday, August 11, 2022	
Monthly Components (In Rs.)	
Basic Salary	15174
House Rent Allowance/Company Leased Accomodation	7587
Holiday Allowance	3376
Food Wallet	2000
TOTAL: Monthly (A)	28137
TOTAL: Monthly : Annualised (B)	337644
Annual Components (In Rs.)	
Provident Fund	21851
Gratuity	8754
Insurance & Medical Benefits	10000
TOTAL: Annual : (C)	40605
Variable Components(In Rs.)	
Engagement PB @ 100% achievement levels (paid monthly)	21252
Performance Bonus @ 100% achievement levels+	25500
TOTAL: Variable Components : (D)	46752
Total Annual Earning Opportunity (B) + (C) + (D)	425001
$ INSURANCE & MEDICAL BENEFITS (in Rs.)	MAX SUB-LIMITS (per annum)
Hospitalization cost reimbursement limit	360000
Term life Insurance Cover##	2000000
Disability cover due to accident (upto)	1800000

+ Year-end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.

The EDLI coverage of INR 602,000 is over & above the Term Life Insurance coverage defined above.

Holiday Allowance can be converted into LTA. Please refer guidelines and contact the respective HR Representative.

Enagagement PB will be payable on a monthly basis as per EPB guidelines

All personal tax liability arising out of compensation and joining expense (if any) will be borne solely by the employee.

NOTE :

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager

V. Bhargavi

OFFER & APPOINTMENT LETTER

Offer Release Date: August 11, 2022

Dear VEMURI BHARGAVI,
1-35,prasadampadu
Vijayawada, Vijayawada,
Andhra Pradesh, India, 521108

Dear **VEMURI BHARGAVI,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 18, 2022** at 9:00 A.M at the following address **Hyderabad SEZ-PheonixInfo-H01B-U3-4F-5F .**Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

V. Bhargavi

HCL TECHNOLOGIES LTD
Corporate Identification Number [illegible]
B-39, Sector 1, NOIDA [illegible], UP, India
T: +91 120 [illegible] F: +91 120 [illegible]
Registered Office: [illegible] Nehru Place, New Delhi [illegible], India
www.hcltech.com
www.hcl.com

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.

Amrita Das
Senior Vice President
Head-Global Rewards

V. Bhargavi

Signature of Employee:

HCL TECHNOLOGIES LTD
Corporate Identification Number: L74140DL1991PLC046369
B-39, Sector 1, NOIDA-201 301, UP, India
T: +91 120 4024700; 2537888/9; +91 120 2426623
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

ANNEXURE II

Welcome aboard…

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Hyderabad.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

V. Bhargavi

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.• In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

V. Bhargavi

Signature of Employee:

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
B-30, Sector 1, NOIDA 201 301, UP India
T: +91 120 4624700, 2537888 F: +91 120 7426633
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1

V. Bhargavi

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

Signature of Employee:

11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

V. Bhargavi

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

V. Bhargavi

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 1-35,prasadampadu
Vijayawada, Vijayawada,
Andhra Pradesh, India, 521108
Email ID: bhargavirajvemuri@gmail.com
Telephone Number: 9515905137

V. Bhargavi

Signature of Employee:

HCL TECHNOLOGIES LTD
Corporate Identification Number: [illegible]
B-30, Sector 1, NOIDA 201 301, UP, India
T: +91 120 4624700, 23378844 F: +91 120 2426633
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
www.hcltech.com
www.hcl.com

[#blurb:indianda#]

V. Bhargavy

SERVICE AGREEMENT

THIS AGREEMENT, made at New Delhi on this **12th day of August, 2022** by and between:-

HCL Technologies Ltd., a company incorporated under the Indian Companies Act, 1956, and having its registered office at A-10 & 11, Sector-5, Noida (UP) having its registered office at 806, Siddharth, 96, Nehru Place, New Delhi -110019 (hereinafter referred to as 'the Company', which expression shall include its successors and assigns) of ONE PART;

AND

I, **VEMURI BHARGAVI**, D/O VEMURI RAJU, presently residing at D.No. 1-35, Prasadampadu, Vijayawada-521108, Krishna District, A.P. and Permanent address D.No. 16-124, Ramalayam Street, Subhalamma Bazar, Sanath Nagar, Kanuru, Vijayawada-520007, Krishna District, A.P., being (hereinafter referred to as the 'The Employee', which expression shall include his heirs, successors, assigns, and representatives) of the OTHER PART;

WHEREAS The Company is engaged in the business of information technology & related services which includes, inter alia, computer consulting and application development & maintenance services, satellite communication, networking of computers structured cabling e-access solutions and related communication solutions.

AND WHEREAS The Company in order to meet its business requirements, requires specialised resources and as such endeavours to train its personnel in the best possible manner, and equip them with the latest and the most modern technology, and for the purpose also arranges with leading organisations worldwide and with reputed organisations in India, to provide relevant specialised training to the said personnel;

AND WHEREAS The Employee has been appointed to join the services of The Company with effect from **Date 18-08-2022** and acknowledges, agrees and confirms that need for specialised training of a proprietary nature relating to computer systems / environments (hereinafter referred to as "Specialised training") has been made known to him and that the Company has explained to the Employee at the time of his appointment the nature of such training which will be imparted, and the Employee confirms that the same will improve his work performance;

AND WHEREAS The Employee acknowledges and agrees that the Specialised training: (i) are proprietary to the Company and/or its licensors, suppliers or customers and has been made available to the Employee under specific terms and conditions including the condition that such training and the confidential information gained thereunder be used solely for the purpose of supporting The Company and its customers, and that the breach of any of such conditions would cause grave and irreparable harm to the Company or its suppliers or customers or licensors and would consequently entail severe and adverse implications for the Company; (ii) entail considerable expenditure and efforts on the part of the Company; (iii) is dependent on the business relationships, market reputation, business credibility, extensive infrastructure and capabilities established and maintained by the Company which includes materials, software training facilities, development centres in India, overseas offices, legal and contractual efforts, travel costs and arrangements, banking facilities arrangements for pay-roll and reimbursement of living away from home expense, support and supervision from various technology and specialist groups based at the Company's office, investment in methodology, technology, procedures; and (iv) is predicated upon, amongst other things, the initial, ongoing and project specific training (if any) provided by the Company.

AND WHEREAS The Company has agreed to impart the Employee with the Specialised training, and has further agreed to make all the arrangements, and incur the necessary expenditure that would be entailed, provided the Employee undertakes to serve, either the Company, or any other company in the same group (as intimated to him by the Company), for the Stipulated Period as provided in this Agreement;

V. Bhargavi

Employee's Signature

V. Bhargavi

AND WHEREAS the Employee represents and acknowledges that he has read and understood the contents of this Agreement in its true content and meaning and has given his free consent to accept the terms and conditions set forth herein, which have been duly explained to him in its true meaning and, that he is executing this Agreement voluntarily and is intended to be legally bound by the instant Agreement.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER: -

1. That the Company agrees to arrange the Specialized training, at the premises of the Company (or at any other place that may be deemed fit) in India or abroad, initially for a period of **12 Months** (including travel time if any) (or such other and further period, or such shorter period than the aforesaid period, as the Company may deem fit and necessary. It is expressly agreed that during the training period, the Employee shall continue to be in the employ-ment of the Company.

2. This Agreement shall come into effect from the date of commencement of the Specialized training ("Effective Date").

3. The Employee shall, serve the Company or any of its Group Company, (as intimated to him by the Company) for a period of at least **12 Months**, Month commencing From the Effective Date (hereinafter referred to as "The Stipulated Period").

4. During the Stipulated Period, for which it has been made incumbent upon the Employee to serve the Company or any of its Group company, The Employee undertakes: -

   a) to work and study with all due care, industry and diligence and to the best of his ability and abide by and conform to all the rules and regulations and conditions in regard to training hours, holidays, discipline and other conditions of service and/or training of the Company or any directions given to him by any officer authorised by the Company.

   b) not to take, accept or solicit any employment or obtain work, in any capacity or under any designation, with any other person, firm or company, including clients and customers of the Company or any of its Group Company, whether in India or elsewhere, for consideration or otherwise;

   c) to serve the Company or any of its Group Company diligently and efficiently during the Stipulated Period;

   d) to refrain from absenting himself from work without reasonable cause, during the Stipulated Period;

   e) to ensure that during the Stipulated Period for which the Employee is envisaged herein to work for the Company or any of its Group Company, he does not misconduct himself, or commit any act subversive of discipline, or otherwise misbehave in such a manner, as would reasonably be construed as giving the Company or any of its Group Company, as the case may be, cause for terminating his services;

   f) not to part with and/or disclose confidential information, trade secrets etc. pertaining either to the Company, or any other Group Company, which the Employee may gain access to during the Stipulated Period;

   g) not to leave, abandon (except due to death) or resign from the services of the Company in breach of this Agreement;

   h) that on the completion of the training, the Employee shall resume work in his existing pay and service conditions i.e., such conditions as existed prior to the commencement of the training, with immediate effect.

5. The Company reserves the right to draft to modify or vary the contents, place and/or period of the training, without assigning any reason whatsoever.

6. That in the event of the Employee making any discovery or invention relating to any improvement in design or manufacture of any of the products which the Company manufactures or markets, or relating to any improvement in the method of known-how during the Stipulated Period, the same will be deemed to have been done for and on behalf of the Company, and will be the property of the Company.

V. Bhargavi
Employee's Signature

V. Bhargavi

7. The Company shall have the right to terminate the employment of the Employee at any time during the Stipulated Period and/or during the subsistence of this Agreement, if he is found guilty of any misconduct, after giving the Employee due notice and providing him with an opportunity to tender a written explanation and personal hearing. If the Employee is found guilty of misconduct and is dismissed and/or discharged from employment in that event the Employee shall be bound by Section 8 and 9 herein below.

8. It is agreed between the parties that in the event of a breach by the Employee the Company shall be entitled to invoke a remedy for the said breach in India. This remedy is in addition to any other remedy, viz., preliminary and permanent injunctive and equitable relief that the Company may pursue where the breach occurred. Further, it is agreed by and between the parties to the instant Agreement that in the event of the Employee committing any manner of breach of any of the terms and conditions explicitly stated in this Agreement, The Employee shall be liable , to the Company by way of damages, for a liquidated sum of **INR 50,000/-** an amount which is a reasonable estimate of the cost incurred by the Company and has been calculated after taking into consideration the grave and irreparable damages and losses arising from discontinuity of service, disruption of work and plans, special damage to delayed projects, loss of the Company's reputation and damage to work force morale, expenses of replacing the Employee, costs of imparting the training, travel expenses, lost opportunities of business and all other incidental expenses of imparting training to the Employee, incurred directly and indirectly by the Company and shall not be considered as a penalty for the breach of the Agreement. It is hereby further agreed that if in the event the amount actually spent by the Company on such training exceeds the said liquidated sum, the Company shall recover from the Employee the amount actually expended by it including the costs, if any. The said amount is payable within seven (7) days of the event giving cause to claim damages in terms of the breach of this Agreement. The amounts specified in this Section shall constitute a debt from the Employee to the Company.

Without prejudice to the generality of the foregoing, a breach of this Agreement will include:
(i) abandonment by the Employee of his service with the Company;
(ii) neglect or failure to report to the Company or as required by the Company its officers;
(iii) failure or neglect to serve the Company for the Stipulated Period;
(iv) termination if found guilty of misconduct in accordance with Section 7 hereinabove.

9. In case of non-payment or delay in payment beyond aforesaid 7 days, the sum referred in Para 7 above, the Employee shall be liable to pay interest @ 18 % per annum on such sum for such delayed period.

10. It is hereby agreed by and between the parties hereto, in order to secure the performance of the obligations of the Employee in the event of breach of this Agreement, the Employee shall furnish promissory note/surety in favour of the Company, for the amount mentioned in Section 8 above, payable by him to the Company in the event envisaged in the said Section. The Employee also undertakes that he shall, vide a communication issued for the purpose, authorize the Company to offset, as against the amount due to him at any point of time by the Company, or lying to his credit with the Company on any account whatsoever.

11. The Employee agrees that a statement of account of the money spent or advanced or incurred or paid by the Company, for and on behalf of the Employee, when signed by any officer of the Company, shall constitute conclusive proof of the payment thereof, and shall be binding upon the Employee.

12. That if the liquidated damages stipulated as being payable by the Employee to the Company in the event envisaged in Section 8 hereinabove, are not paid by him within the time period prescribed in the said Section, or if any one of the said sum is not paid, it shall be inferred that a dispute has arisen between the parties and the same shall be resolved in accordance with Section 21 hereinafter.

13. Notwithstanding the termination of this Agreement, it is agreed by the Employee that he shall not join the employment of any of the competitor(s), firms or organisation or every which/whose business is directly/indirectly in competition with the business as that of the Company(s), firms or organisations or entities which has been or are customers of the Company. This Section shall be applicable for a period of **12 Months** after the cessation of the Employee's employment with the Company for any reason.

V. Bhargavi
Employee's Signature

V. Bhargavi

whatsoever. Both the Employee and the Company agree on the necessity of barring the subsequent employment of the Employee with any of the organisations who are in the competing business as that of the Company.

For the purpose of this Agreement, competitor/competition means any company, firm, organization or entity or person who is engaged or intends to engage in one or more of the same or similar business activity as of the Company.

14. The Company reserves its right to approach the Court of appropriate jurisdiction to seek injunction, restraint orders or other interlocutory relief against the Employee with a view to restrain him from committing breach of this Agreement.

15. That the Employee will be required to comply with the provisions of any statute, rules or regulations of the country to which he may be sent for training as well as those of India and he shall keep the Company indemnified for any penalties which the Company is made to pay for his neglect and/or any violation of the provisions of any statute, rules or regulations and other applicable law.

16. The Employee agrees and undertakes to absolve the Company, its servants, and agents from any injury, loss or damage which the Employee may sustain (whether or not by act or omission or neglect of the establishment wherein he is undertaking the training and repatriation) during the Stipulated Period. The Employee further agrees to indemnify the Company against all proceedings, suits, actions, claims, demands, costs and expenses whatsoever, which may be taken or made against the Company in respect of any injury (whether fatal or otherwise) to any person or damage or loss to any property, occasioned directly or indirectly by any act, omission or other default by the Employee during the Stipulated Period.

17. It is agreed between the parties that other terms and conditions of service namely designation, remuneration, leave, duties and responsibilities, misconduct, termination etc. are contained in the appointment letter **dated 11-08-2022** and the same may be treated as a part and parcel of this Agreement.

18. It is agreed and declared that any changes, modifications or variations in the terms and conditions stipulated herein, or any mutual termination of this Agreement, shall be effective and binding on the Company only, if all such changes, modifications or variations or mutual termination are confirmed and accepted in writing by the signatory on behalf of the Company of the Agreement in question and failing him by duly constituted attorney of the Company for the time being.

19. The Agreement shall be subject to Indian Laws.

20. All disputes between the parties arising pursuant to or under this Agreement , including disputes relating to non-payment of any amount due and payable by the Employee to the Company under or pursuant to this Agreement, or any dispute as to the interpretation of any term of this Agreement, or there being any dispute as to the rights and liabilities of the parties under this Agreement, the same shall be referred to the Arbitration of a sole Arbitrator to be appointed by the Company and such reference shall be deemed to be a submission to arbitration under the Arbitration and Conciliation Act, 1996 and/or any modification or amendment thereto. The Employee or the Guarantor shall not take any objection in regard to the appointment of the sole arbitrator. The venue of arbitration shall be New Delhi, and Courts in Delhi alone shall have the exclusive jurisdiction in proceedings to enforce this Agreement. The arbitration proceedings shall be conducted in the English language.

21. In the event that any provision of this agreement shall prove to be invalid, illegal or unenforceable in whole or in part for any reason, such provision or part thereof shall be severable from the remaining provisions and part and the relevant provision or part shall continue in full force and effect and shall be enforceable notwithstanding such invalidity, illegality or unenforceability.

Employee's Signature

V. Bhargavi

22. This agreement may not be assigned by the Employee to any person. Any attempted assignment shall be void.

23. This Agreement may be terminated at the instance of the Company and shall cease to have effect in the circumstances as below:
(i) Death of an Employee before expiry of Stipulated Period, or
(ii) Notice of waiver by the Company in writing.

24. All communications between the Employee and the Company shall be deemed to have been effectively served if addressed to the following addresses:-

Employee's Address: D No. 16-124, Ramalayam Street, Subbulamma Bazar, Sanath Nagar, Kanuru, Vijayawada-520007, Krishna District, A.P.

Company's Address: 806, Satbartha 96, Nehru place, New Delhi – 19

The Employee undertakes the responsibility to inform the Company of any changes in his address for correspondence.

In witness whereof the parties hereto set unto this deed their hands, at the place, on the day month and year first mentioned.

For HCL TECHNOLOGIES LTD

EMPLOYEE: VEMURI BHARGAVI

(Authorized Signatory)

WITNESS

1. Signature: V Raju

Name: VEMURI RAJU

Address: D No. 16-124, Ramalayam Street,
Subbulamma Bazar, Sanath Nagar,
Kanuru, Vijayawada-520007,
Krishna District, A.P.

2. Signature: V Satish

Name: VEMURI SATISH

Address: D No. 2-33, Prasadampadu,
Kamika Nagar,
Vijayawada Rural-521108,
Krishna District, A.P.

V Bhargavi

Employee's Signature

V Bhargavi

12/8/20

PROMISSORY NOTE TAKEN FROM EMPLOYEE

Place: Noida

Dated: 13 - 03 - 2022

On demand **VEMURI BHARGAVI** D/O VEMURI RAJU, Resident of D No. 10-124, Ramalayam Street, Subbalaxmi Bazar, Sanath Nagar, Kanuru, Vijayawada-520007, Krishna District, A.P. promise to pay M/s HCL Technologies Ltd. or its Registered Office at 806, Siddharth, 96, Nehru Place, New Delhi- 110019 or ORDER the sum of **INR 50,000** for the value received together with interest @ 10% per annum from the date of demand.

Please note: Employee to sign across the revenue stamp affixed above.

Employee Name: VEMURI BHARGAVI

Father's Name: VEMURI RAJU

Permanent Address: D No. 1-35, Prasadampudu, Vijayawada-521108, Krishna District, A.P.

V. Bhargavi

Employee's Signature

V. Bhargavi

From,

To,
HCL Technologies Ltd

BCD : Training Program

Dear Sir,

I **VEMURI BHARGAVI** D/O **VEMURI RAJU**, Resident of D No. 16-128, Ramalayam Street, Subbalaxmipuram, Sanath Nagar, Kanuru, Vijayawada-520007, Krishna District, A.P. Assigned as Graduate engineer Trainee. Hereby express my desire to be sent for training that would make use of my prowess, so as to enrich my experience, and assess greater skill and knowledge, and eventually use the same in the furtherance of the business of the company.

I am aware that such an opportunity if granted would considerably enhance my career prospects, and I am desirous of enhancing the same.

I am also aware that for sending me for training a considerable amount is to be spent by the Company, for which I assure that, I will serve HCL Technologies Ltd. at least for **12 Months** commencing from the date of the commencement of the training and shall utilize the skill and knowledge I gathered during the training, in high standard for the benefit of the Company only.

Thanking you,
Yours faithfully,

Signature : V. Bhargavi

Name: **VEMURI BHARGAVI**

Employee Code No. :

V. Bhargavi
Employee's Signature

KONGARA SAI

V. Bhargavi

Date: 13 - 03 - 2022

To,
The Trustee
Endurant Instruments Limited Employees Provident Fund Trust

Sir,
I have been benefited by sponsoring for training in HCL Technologies Ltd. (hereinafter referred to as Company). In accordance with the terms of the agreement dated 13 - 03 - 2022 executed by undersigned with the HCL Technologies Ltd., I hereby authorize the Trustee of the P.F. Trust, to pay on demand by the HCL Technologies Ltd. all my accumulations to HCL Technologies Ltd. in accordance with the terms of said agreement.

The compliance of above by the Trust shall relieve the Trust of all the obligations and duties towards settlement of my account.

The above authorization is irrevocable and final.

Thanking you,
Yours faithfully,

Signature: V. Bhargavi

Employee Name: V.E. MURTI BHARGAVI

Employee Code No.:

V. Bhargavi
Employee's Signature

KONGARA SAI

V. Bhargavi

D.F. Note Delivery cum Waiver Letter

To,
HCL Technologies Ltd
806, Siddharth,
96, Nehru Place,
New Delhi- 110019

Dear Sir,

Please take delivery of the accompanying DEMAND PROMMISORY NOTE dated 18-08-2022 for 12 **Months** made by me in favour of HCL Technologies Ltd. having its Registered Office at 806, Siddharth, 96, Nehru place, New Delhi-19. This is pursuant to the terms agreed vide the Service Agreement dated 18-08-2022.

I do hereby also waive my rights of the presentment of the aforesaid Demand Promissory Note. I further request you to note that I dispense with a notice of dishonour in terms of Section 98(a) of the Negotiable Instruments Act, 1881, and that in the event of payment not being made on demand by me the HCL Technologies Ltd. is at liberty to give time for payment to me without discharging me from liability.

The said Demand Promissory Note shall operate as a continuing security to you to be enforceable for the repayment of the ultimate balance or all sums remaining unpaid under the said arrangement / Loan facility (ies) now or hereafter; and I am to remain liable on the said Demand Promissory Note notwithstanding the fact that by payment made into the account of the / Loan from time to time, the said Loan facility (ies) may from time to time be reduced or extinguished or even that the balance of the said account(s) may be at credit.

Thanking You
Yours faithfully

Signature: V Bhargavi

Employee Name: VEMURI BHARGAVI

Father's Name: VEMURI RAJU

Permanent Address: H No. 1-35, Prasadampadu, Vijayawada-521108, Krishna District, A.P.

Place: Noida

Date: 18-08-2022

V Bhargavi
Employee's Signature

NOTARY
GOVERNMENT OF INDIA

KONDARA RAJU
V Bhargavi

Gmail

sravani vikkurthi1506 <sravanivikkurthi@gmail.com>

TCS Offer Letter

3 messages

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com> 16 October 2021 at 23:52
Reply-To: recruitment.entrylevel@tcs.com
To: sravanivikkurthi@gmail.com

Dear **Sravani Vikkurthi,**

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: https://nextstep.tcs.com.
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) / ilp.support@tcs.com

Warm Regards,
Talent Acquisition Group
TATA Consultancy Services

TCS NextStep (https://nextstep.tcs.com) can also be accessed from Android and iPhone.

=====-----=====-----=====
Notice: The information contained in this e-mail
message and/or attachments to it may contain
confidential or privileged information. If you are
not the intended recipient, any dissemination, use,
review, distribution, printing or copying of the
information contained in this e-mail message

and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

DT20218438782_OL.pdf
728K

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com> 17 October 2021 at 00:13
Reply-To: recruitment.entrylevel@tcs.com
To: sravanivikkurthi@gmail.com

[Quoted text hidden]

DT20218438782_OL.pdf
728K

---

sravani vikkurthi1506 <sravanivikkurthi@gmail.com> 6 January 2022 at 10:17
To: sravani vikkurthi1506 <sravanivikkurthi@gmail.com>

[Quoted text hidden]

DT20218438782_OL.pdf
728K

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu 28 Oct, 2021 at 5:35 PM
To: vurimimanojkumar4@gmail.com <vurimimanojkumar4@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2233

Dear Sai Manoj Kumar Vurimi,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may

contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, 28 Oct 2021 at 5:31 pm
To: srivalliyanapu@gmail.com <srivalliyanapu@gmail.com>
Cc: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>

Ref.No- MPHTH_CC2022-2153

Dear Jaya Srivalli Yanapu,

College Name: **Gudlavalleru Engineering College.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Associate Software Engineer'** in **Band 5**, **Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Letter of Appointment

Ref. No: ICSL/Employee/5412BR/14069/August 10, 2022
Date : August 10, 2022

Suvarnaganti Mahendra
Door no-3/122, Near panchayat road, Tadanki
Pammidimukkala (mandal), Krishna
Krishna, Andhra Pradesh
521256, India

Dear Suvarnaganti Mahendra,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **August 18, 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, PhaseII, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore 560066**.

Salary (on Cost to Company): Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

Work Location: Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 – IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Acknowledged and agreed

Suvarnaganti Mahendra
Date:18/08/2022

Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/ customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations.

You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party specified days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days).

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended incase the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the gross salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the gross salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

(a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

(b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

(c) Any act of moral turpitude.

Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.
- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.
- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (In the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement

Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative 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 confined to you or become known to you in the course of your service or otherwise.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.

Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite it is intended to avoid conflict between your interest as an employee and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter thereof.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: S Mahendra

Name: Mahendra Suvarnaganti

Date: 18/08/2022

Annexure – 1
Compensation Package for Suvarnaganti Mahendra

Grade : E1

Components	Monthly	Yearly
Basic	15000.00	180000.00
House Rent Allowance	7500.00	90000.00
Educational Allowance	200.00	2400.00
Advance Statutory Bonus	3000.00	36000.00
Infinite Flexible Benefit Plan (IFBP *)	6773.17	81278.04
Leave Travel Allowance		7500.00
Annual Total Fixed Compensation (A)	**32473.17**	**397178.04**
PF (Employer Contribution)	1800.00	21600.00
GMC, GPA & GTL		22582.00
Gratuity		8640.00
Annual Total Benefits (B)		**52822.00**
Annual Total Compensation (A + B)		**450000.04**

*Please refer annexure 2 for IFBP details

- The Mediclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Service Agreement : Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated _____to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Accepted on: 18/08/2022

Signature:_____

Name: **Suvarnaganti Mahendra**

Annexure - 2 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,200/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 6000/- along with registration and administrative charges per year with a maximum limit of 10% of your Annual Basic to an extent of 1lakh for Tax exemption under Section 80CCD (2)

Annexure – 3

Submission of Documents: You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.

INTERACTIVE DATA SYSTEMS LTD

(An ISO 9001 – 2008 Company)

@59, KAUVERI HILLS, MADHAPUR, HYDERABAD, TELANGANA- 500033, INDIA

TEL: 040 – 29567337, 48517777, WEBSITE: www.idslinfo.com

EMAIL: info@idslinfo.com; GSTIN: 36AACCI3537P1Z6

Ref: IDSL/HR/22-23/OFF-019/2022-23 **Date: 10/05/2022**

Ms. NAGA SIRISHA SIDDABATHULA
D/O Kanaka Druga Prasad.S
H.No: 2-22, Challapalli, Krishna District
Mobile No: 9133078238
Email Id: siriprasad0808@gmail.com

Dear Ms. NAGA SIRISHA SIDDABATHULA

Sub: Offer of Appointment for the Position of Graduate Engineer Trainee

With reference to your application and subsequent interview held with us, we are pleasure to appoint you as Graduate Engineer Trainee and your work location will be at Hyderabad on the following terms and conditions:

1. DATE OF EMPLOYMENT

You shall join us on or before: 16/05/2022.

2. EMOLUMENTS

i. Your annual remuneration will be **Rs. 2,16,000/- (Rupees Two Lakhs Sixteen Thousand Only)** on Cost to Company basis (Refer Annexure enclosed).

ii. Your performance will be assessed annually and accordingly your remuneration will be revised based upon your performance rating. Increments / promotion will depend upon the sole discretion of the management and also subject to the profitability of the organization.

iii. You will be entitled to other benefits as per Policies of the Company, framed from time to time, as applicable to your Grade.

iv. The Company may periodically, modify any remuneration, benefit, facility or perquisite that has been extended to you as per company policy.

v. You are expected to keep your remuneration details confidential.

3. JOB RESPONSIBILITY

i. You will perform such functions, duties and hold responsibilities and will report to your immediate Reporting officer as assigned by the Management from time to time.

ii. Your services shall be governed by the Service Rules/ Standing Orders as may be framed by the Management from time to time.

4. PROBATION PERIOD

i. You will initially be on Probation for a period of Six Months from the date of joining.

ii. After completion of Six Months of service, your performance will be assessed and if found satisfactory, your appointment will be confirmed in writing as Regular Employee. If performance is not satisfactory, Probation will be further extended for a period of three months.

iii. If you desire to resign while on probation period, you have to serve one month notice period with the approval of the management.

5. SECRECY

i. You will maintain strict confidence of the information which is provided or given to your access by the Employer during the tenure of your employment. Any breach of the same will result in breach of the terms of employment and the Employer has right to take stringent action against you which might result in taking appropriate criminal action. The Employer has a right to file a civil case as well as to recover the damages caused due to such breach by the Employee.

ii. The Employee agrees not to use or cause to be used for own benefit or for the benefit of any third parties or to disclose to any third party in any manner, directly or indirectly the information concerning to the internal organization or business structure of Employer or its customers, or the work assignments or capabilities of any officer or Employee, Proprietary Information, Customer's Confidential Information, trade secrets or any other knowledge or information, except that which is public knowledge, or relating to the business of Employer or its customers at any time during or after Employee's term of employment with Employer, without prior written consent of Employer.

6. CONFLICT OF INTEREST

Employment with the Company is intended for whole time and you shall devote exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, during employment with the Company or without written permission from the Company.

7. PRE- EMPLOYMENT MEDICAL CHECK-UP

As per company policy, you have to undergo pre-employment medical Check-up at the company authorized hospital before date of joining. This offer is subject to your being found medically fit in the pre-employment medical Check-up.

8. CONTINUATION OF SERVICE

Your employment is subject to you being medically and physically fit. The Company shall have a right to terminate your services at any time by giving one month notice period or salary in lieu thereof, if you are found to be suffering from any contagious, infectious or terminal disease or otherwise found to be medically unfit.

9. TRANSFER

i. You are liable to be transferred to any of our existing Projects/ Units/ Offices/ departments or that may be set up in future or any of our sister concerns or place of work of our Company anywhere in India.

ii. You will work under the supervision as may be decided upon by the management from time to time at transferred location.

iii. You shall diligently and satisfactorily carry out instructions given to the best of your competency.

10. IRREGULARITY/MIS-CONDUCT

In the event of any irregularity/misconduct committed by you during employment in the company, the management shall initiate appropriate disciplinary action based on nature of irregularity / misconduct.

11. RESIGNATION & TERMINATION

i. If you desire to resign from service after confirmation, you will be required to serve notice period of One (1) Month or one month basic pay in lieu thereof. However, the Company reserves the right to insist on you to serve the notice period either fully or partially.

ii. You are not eligible to avail any leave during notice period after submitting resignation. Any type of absence will be treated as Loss of Pay.

iii. After confirmation of your employment could be terminated by assigning a notice of one month from either side or one month basic pay in lieu thereof.

iv. In case you quit your employment or remain absent from duty without any notice before the expiry of the Notice Period, you shall not only forfeit your salary by way of liquidated damages and the Company shall also be entitled to deduct or appropriate the amount of liquidated damages from or against any money found due to you by the Company on any account whatsoever.

v. You will promptly deliver all memoranda, notes, records, reports, manuals, and any other hard copy documents or electronic data or containing Confidential information, including all copies of materials belonging to the company which you possess or have under your control upon Resignation /Termination/ Retirement.

vi. If at any stage, during the tenure of your services, it is found that the information furnished by you, regarding your age, educational qualifications, and previous experience is false; your services will be terminated without any notice.

12. RETIREMENT

The age of retirement/superannuation shall be on completion of 58 years of age. The age declared by you at the time of joining service supported by documentary proof shall be taken as age of you for all purposes.

13. CHANGE IN ADDRESS

The address (permanent & temporary), indicated in the application by you at the time of interview, shall be deemed to be the correct for sending any communication. In case there is any change in the residential/communication address, you shall need to intimate the same in writing to the HR department within three days from the date of such change.

14. JURISDICTION

Any dispute arising out of this appointment order shall be subjected to Hyderabad Courts.

With Best Wishes
For INTERACTIVE DATA SYSTEMS LIMITED.,

Human Resource Team

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated: _____and accept the terms & conditions of the same.

Place:
Date:

Signature of the Candidate

Gmail

Dr.Ch. Nirmal Chand <mbadeptgec@gmail.com>

Fwd: GEC Assessment cleared students completed HRD Round due for LOI

TPO-Gudlavalleru Engineering College <placementofficer@gecgudlavalleru.ac.in>
To: Master of Business Administration <mbadeptgec@gmail.com>

Fri, Jun 29, 2022 at 3:57 PM

---------- Forwarded message ---------
From: **Balaji Raman** <Balaji.d@hcl.com>
Date: Tue, 17 May 2022 at 13:31
Subject: RE: GEC Assessment cleared students completed HRD Round due for LOI
To: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>
Cc: Vandavasi, Prasanth Kumar <PVandavasi@statestreet.com>, Lakshmana Anjaneya Prasad Mungamuri <LakshmanaAnjaM@hclo365.onmicrosoft.com>

Classification: Confidential

Kota Sai Krishna garu,

Below is the list of final selects and they will be issued with LoI today. Kindly confirm with students after 4 pm and let us know whether they have received LOI and revert

Balaji

From: Lakshmana Anjaneya Prasad Mungamuri <LakshmanaAnjaM@HCLO365.onmicrosoft.com>
Sent: Tuesday, May 17, 2022 1:29 PM
To: placementofficer@gecgudlavalleru.ac.in
Cc: Balaji Raman <Balaji.d@hcl.com>; Vandavasi, Prasanth Kumar <PVandavasi@StateStreet.com>
Subject: GEC Assessment cleared students completed HRD Round due for LOI

Dear Kota Sai Krishna,

Greetings!

Please find below the list of students cleared the Ops round and for HR Round. LOI will be issued in this week.

Kindly confirm once LOI received by the below students.

Sl No.	Name	Email	Mobile No	HRD result
1	Chillimuntha Jayaramya	jayaramyachillimuntha@gmail.com	6302225766	Selected

2	Dosasapudi Sai Shankar	saishankar11@gmail.com	7032600277	Selected
3	Mandhi Pedmini	ppaddu1999@gmail.com	9618032177	Selected
4	Pahari Hema Latha	hemapahari09@gmail.com	9666576746	Selected
5	Polavarapu Dhanani	dharanipolavarapu@gmail.com	9449436556	Selected
6	Pothari Ananda Lakshmi	p.anandalakshmi@gmail.com	9291630384	Selected
7	Yerramsetti Yuva Rani	yuvaraniyerramsetti@gmail.com	7330887699	Selected

Regards,

M.L.A. Prasad

From: Balaji Raman <Balaji.d@hcl.com>
Sent: Monday, May 16, 2022 6:40 PM
To: placementofficer@gecgudlavalleru.ac.in <placementofficer@gecgudlavalleru.ac.in>
Cc: Lakshmana Anjaneya Prasad Mungamuri <LakshmanaAnjaM@HCLO365.onmicrosoft.com>
Subject: RE: GEC Assessment cleared students for HRD Round

Classification: Confidential

Kota Sai Krishna garu,

Please note the below and kindly cascade the information to the students. This will be online.

Regards,

Balaji

From: Lakshmana Anjaneya Prasad Mungamuri <LakshmanaAnjaM@HCLO365.onmicrosoft.com>
Sent: Monday, May 16, 2022 6:37 PM
To: placementofficer@gecgudlavalleru.ac.in
Cc: Balaji Raman <Balaji.d@hcl.com>
Subject: GEC Assessment cleared students for HRD Round

Dear Kota Sai Krishna,

State Street HCL Services

Date: September 26, 2022

Private & Confidential

CHILLIMUNTHA JAYARAMYA

8-43/1,maha Lakshmi Manu Street ,Godavarru kankipadu mandal ,krishna district,
Vijayawada,
Andhra Pradesh,
India - 521151

Document ID - e2de5f25-3a56-4d58-bfdc-9a4e53729cb9

Dear CHILLIMUNTHA,

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **Analyst.** You are required to report on September 28, 2022 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Vijayawada SEZ-U1-3F (ODC 1&2)-SS.**

- Your annual compensation would be **Rs. 240000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id Gopinath.Sakhrikumaran@hcl.com , failing which the offer will stand null and void.

SIGNATURE OF EMPLOYEE

[illegible]

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies

- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.

- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

SIGNATURE OF EMPLOYEE

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

SIGNATURE OF EMPLOYEE

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

The Relocation Amount will be applicable to you as per Policy. The amount will be recoverable from your Full and Final settlement in case you decide to leave the organization before completion of 1 year from your Date of Joining

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das
Senior Vice President
Head-Global Rewards

SIGNATURE OF EMPLOYEE

[illegible]
[illegible]
CIN : [illegible]
Website Contact : [illegible]
Website Email : [illegible]
Registered Office : [illegible]

Additional documents (To be submitted on request)

1. Highest Qualification, Admit card, college and university officials (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / Induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (If the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.

SIGNATURE OF EMPLOYEE

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters

SIGNATURE OF EMPLOYEE

....

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. **Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

SIGNATURE OF EMPLOYEE

[illegible]

drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason in fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development, or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software,

SIGNATURE OF EMPLOYEE

....

databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITES Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion, the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

SIGNATURE OF EMPLOYEE

5. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

15. **Integration:** I understand and agree that this Attachment is part of my Integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

CHILLIMUNTHA JAYARAMYA
September 26, 2022

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

SIGNATURE OF EMPLOYEE

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

Date: 19/09/2022

Date: September 19, 2022

Private & Confidential

Padmini Manthi

13/378-B5, Patimeeda, Gudivada, krishna dst., AP.
13/378-B5, Patimeeda, Gudivada, krishna dst., AP.,
Gudivada,
Andhra Pradesh,
India – 521301

Document ID - b2f0b86a-4508-4f10-a25b-ef13ce74b190

Dear **Padmini,**

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **Analyst**. You are required to report on September 20, 2022 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, VijayawadaSEZ-U1-3F (ODC 1&2)-SS.**

- Your annual compensation would be **Rs. 240000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference.

- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id gopinath.sakthikumaran@hcl.com , failing which the offer will stand null and void.

- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when

SIGNATURE OF EMPLOYEE

it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective , discriminatory or unethical actions.

SIGNATURE OF EMPLOYEE

Gmail

offer letters <geombaofferletters@gmail.com>

Fwd: LETTER of INTENT

3 messages

Nannapaneni Thrisha <n.thrisha999@gmail.com>
To: geombaofferletters@gmail.com

Tue, Jul 26, 2022 at 9:31 PM

---------- Forwarded message ---------
From: Nannapaneni Thrisha <n.thrisha999@gmail.com>
Date: Tue, 26 Jul 2022, 8:13 pm
Subject: Re: LETTER of INTENT
To: Gopinath Sakthikumaran, HCL BSERV <[illegible]@hcl.com>

On Fri, 1 Jul 2022, 3:37 pm Gopinath Sakthikumaran, HCL BSERV, <Gopinath.sakthikumaran@hcl.com> wrote:

LETTER of INTENT

July 1, 2022

Nannapaneni Trisha

4-114, Zemi gaiveduli, near bus stop, Pamarru Mandal, Krishna district, Andhra pradesh-521322

Dear Nannapaneni Trisha,

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of Analyst at Siete Sites, HCL Services Ltd.

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact deepika_j@hcl.com

Regards,

HCL – Talent Acquisition Team

DISCLAIMER:

[illegible]

Nannapaneni Thrisha <n.thrisha999@gmail.com>
To: geombaofferletters@gmail.com

Tue, Jul 26, 2022 at 9:33 PM

State Street HCL Services

[illegible]

Date: September 19, 2022

Private & Confidential

Tankala Dhana Lakshmi

3-67b,Lock down,Kurada,Gudlavalleru
3-67b,Lock down,Kurada,Gudlavalleru,
Gudlavalleru,
Andhra Pradesh,
India - 521356

Document ID - 43fd779f-4247-46eb-84df-2ed7a7f8cbc6

Dear Tankala,

- Congratulations! **With** reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **Analyst**. You are required to report on September 20, 2022 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, VijayawadaSEZ-U1-3F (ODC 1&2)-SS.**

- Your annual compensation would be **Rs. 240000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference.

- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id gop.nath.sakthikumaran@hcl.com , failing which the offer will stand null and void.

- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when

SIGNATURE OF EMPLOYEE

Gmail

Dr.Ch. Nirmal Chand [illegible]

Fwd: ICICI BANK || Campus Recruitment || Gudlavalleru Engineering College (Autonomous)

TPO-Gudlavalleru Engineering College [illegible]
To: Master of Business Administration [illegible]

Fri, Jul 29, 2022 at [illegible] PM

---------- Forwarded message ----------
From: Kranthi Kumar/GEG - CMS/BANK/HYD [illegible]
Date: Fri, 01 Mar 2022 at 15:36
Subject: RE: ICICI BANK || Campus Recruitment || Gudlavalleru Engineering College (Autonomous)
To: TPO-Gudlavalleru Engineering College [illegible]
Cc: Pudaipally Sujith/CLEARING/BANK/HYD [illegible], Sonak Kunde/HKMS/BANK/HYD [illegible]
VIC: GHENINE/BANK/HYD [illegible]

Dear Sir/Ma'am

Greetings from ICICI Bank!!

PFB the list of selected candidates in the process.

PFA declaration to be signed, scanned and uploaded in the portal by Kanthi as GCD

[illegible]	[illegible]	[illegible]
1	5129[illegible]	[illegible]
2	5130151	[illegible]
3	5130[illegible]	Chilumuntha Jayaraya
4	5129[illegible]	[illegible]
5	5129785	[illegible]
6	5129[illegible]	[illegible]
7	5130[illegible]	[illegible]
8	5129795	[illegible]
	5129[illegible]	[illegible]
10	512[illegible]	[illegible]
11	5129[illegible]	[illegible]
12	5130[illegible]	[illegible]
13	5130[illegible]	[illegible]

Thanks & Regards,

Kranthi Kumar R
HRME Cashboard Tuttera

ICICI Bank

From: Kranthi Kumar/GEG - CMS/BANK/HYD
Sent: Tuesday, March 1, 2022 5:51 PM

Gmail

Dr.Ch. Nirmal Chand <[illegible]@gmail.com>

Fwd. GD1

TPO-Gudlavalleru Engineering College <[illegible]@gecgudlavalleru.ac.in>
To: Master of Business Administration <[illegible]@gmail.com>

Fri, Jul 2[illegible], 2022 at [illegible] PM

---------- Forwarded message ----------
From: Khanthi Kumar /GDG - CMS/IBANK/HYD <[illegible]@icicibank.com>
Date: Wed, [illegible] Mar 2022 at 10:40
Subject: GD1
To: Kamal Ganapala <[illegible]@gmail.com>
Cc: TPO-Gudlavalleru Engineering College <[illegible]@gecgudlavalleru.ac.in>

Dear Kamal,

Please share the CV's of below candidates.

Sl.No.	CV Name (Kindly [illegible] www.icicicareers.com)	[illegible]	[illegible]
5130201	Arbusumilli Sinchuja	GD1	Select
5129856	Bandi Divya Tejeswi	GD1	Select
5129812	Balkala Vaishnavi	GD1	Select
5130131	Bandaki Dhanna Lakshmi	GD1	Select
5130108	Tepeuri Venkata Sai Krishna	GD1	Select
5130100	Chillimuntha Jayaramya	GD1	Select
5130025	Gandhasampu Vanasi	GD1	Select
5129886	Orita Kanthi	GD1	Select
5129786	Gudapati Srichanan	GD1	Select
5129855	Jampana Sravani	GD1	Select
5130202	Jupiteve Sai Krishna	GD1	Select
5130182	Jupalli Mounika	GD1	Select

Thanks & Regards,

Kanthi Kumar P.
HRMC Gachibowli Towers

ICICI Bank

From: Kamal Ganapala <[illegible]@gmail.com>
Sent: Wednesday, March 9, 2022 9:40 AM
To: Khanthi Kumar /GDG - CMS/IBANK/HYD <[illegible]@icicibank.com>
Subject: Re: Test

ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384242906
Applicant ID - 5129825

31-May-2022

Vennela Tamanala

Dear Vennela,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 7414
Fax: (91-22) 2653 7123
Website www.icicibank.co.in
CIN : L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India

Reference No. - 1394242906
Vennela Tamanala

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

  After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.

- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.

- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

Reference No. - 1384242906
Vennela Tamanala

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.
  - Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Varun Yanamadala

Digitally signed by VARUN KUMAR YANAMADALA
Date: 2022.06.31 12:42:58 +05'30'
Reason: Offer Letter

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

Reference No. - 1384242906
Vennela Tamanala

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.

- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under 'Employee Benefit Policies' available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by VARUN KUMAR YANAMADALA
Date: 2022.05.31 12:49:59 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank

Remuneration Details

Name : Vennela Tammanala
Position: Assistant Manager-II
Group: RETAIL BANKING GROUP

	Assistant Manager-II	
	Monthly	**Annual**
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	7,747	92,964
Superannuation Allowance	1245.00	14,940
Total	**21,442**	2,57,304
Retirals		
Retirals (PF, Gratuity) ***	2,491	29,892
Total Fixed	23,933	**2,87,196**
Performance Linked Retention Pay #	5,000	60,000
Total CTC	28,933	3,47,196

* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 31-May-2022

Digitally signed by VARUN KUMAR YANAMADALA
Date: 2022.05.31 12:49:59 +05:30
Reason: Offer Letter
Location: Mumbai

Gmail

Dr.Ch. Nirmal Chand <mbadeptgec@gmail.com>

Fwd: Campus interview Result SR Gudlavalleru Engineering College MBA -Reg

TPO-Gudlavalleru Engineering College <placementofficer@gecgudlavalleru.ac.in>
To: Master of Business Administration <mbadeptgec@gmail.com>

Fri, Jul 29, 2022 at 3:53 PM

-------- Forwarded message --------
From: V.V.Brahmanandam <vvvahma@meghaeng.com>
Date: Wed, 25 May 2022 at 15:26
Subject: Campus Interview Result SR Gudlavalleru Engineering College MBA -Reg
To: TPO-Gudlavalleru Engineering College <placementofficer@gecgudlavalleru.ac.in>
Cc: krishnaveniip@meil.in <krishnaveniip@meil.in>, Rajesh Kalidindi <rajesh.kalidindi@meghaeng.com>, bharath.peddinti@meilgroup.org <bharath.peddinti@meilgroup.org>

Dear sir,

Greetings from MEIL Group !!

Thank you so much for your valuable support on Campus Interviews held with your campus on 12.03.2022.
We would like to congratulate the below list of candidates who got shortlisted for employment with our MEIL Group companies.

S.No	Name of the Candidate	Mobile Number	Email Id
1	MUKKU KUMARA SWAMY	6300368077	kumarmukku1100@gmail.com
2	K VENKATA PHANI KRISHNA	9848109081	phanikrishna984@gmail.com
3	K CH MANIKANTA	6303346972	manikanta.ch0305@gmail.com
4	N SUNDHAR SINGH	9618015333	sundersingh23209@gmail.com
5	SRI CHARAN GUDAPATI	9494090469	sricharangudapati143@gmail.com
6	B VENKATA SAI KRISHNA	6300069821 3	saiboppudi77@gmail.com
7	EEEDE VAMSI	9652975382	vamsieede836@gmail.com

Please do let us know the Joining dates of the selected candidates accordingly for further process on or before 27.05.2022 @ 05.00PM.

For further assistance you may contact undersigned.

Regards

Vanukuru Venkata Brahmanadam
HR Department
M/s. Megha Engineering & Infrastructures Limited

S-2, Technocrat Industrial Estate, Balanagar, Hyd - 37
Phone: 640 44336799 / 9154937236
www.meil.in

Warm Regards,

|| **Sai Krishna Kota**, ***Assoc Professor of English & Head - Training and Placements***
|| **SESHADRI RAO GUDLAVALLERU ENGINEERING COLLEGE** ||
|| Seshadri Rao Knowledge Village, GUDLAVALLERU-521356, A.P.
|| 91 943 1700 40 || placementofficer@gecgudlavalleru.ac.in , www.gecgudlavalleru.ac.in ||

DRILLMEC

700/0013/HR/0020 Date: 07/09/2022

Mr. Kanamarlapudi Venkata Phani Krishna
H.No:11-2-19,Karampudi, Vari Street,Near Ramalayam
Patamata Locality Vijayawada,Venkateswarapuram,Krishna,A.P-520010
Mobile No: 9848158081
Email Id: phanikrishna984@gmail.com

Dear Mr. Kanamarlapudi Venkata Phani Krishna,

Sub: Offer of Appointment for the position
Post Graduate Trainee (T) - Human Resources

With reference to your application and subsequent interview you had with us, we are pleasure to appoint you as Post Graduate Trainee (T) at Head Office - 0913, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 07/09/2022.

2. **Duration:** The duration of the training is for a period of one year from the date of your joining.

   2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.

   2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period, you will be offered a regular employment with the Company.

3. **Emoluments:** Your annual remuneration will be Rs. 3,40,000 (Rupees Three Lakh Forty Thousand Only) on Cost to Company basis (refer annexure enclosed).

4. **Exclusivity:** During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, in your part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.

5. **Confidentiality:** You shall owe total allegiance to the Company always and shall not disclose, discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

Contd...

12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.

12.3 You are deemed to be in the services of the Company, during the notice period.

12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a "No Objection Certificate" from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.

13.2 This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particulars submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.

13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,
For Brilliance International Pvt Ltd.

Krishna Veni P
Head - HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated ..... and accept the terms & conditions of the same.

Place.
Date

Signature of the Candidate

ICOMM

ICOMM TELE LIMITED

Corp. Office : [illegible], Kavuri Hills Phase, Jubilee Hills, Hyderabad - 500033, Telangana, India. Tel: +91 40 4035 [illegible] Fax: +91 40 4456 [illegible]
Regd. Office : Plot No. 40-43, Phase I IDA, Cherlapally, Hyderabad-500 051, Telangana India. Email: info@icomm-tele.com
Corporate Identity Number CIN : U64203AP1989PLC009531

ICOMM/A/[illegible]/2022-23

Date: [illegible]/2022

Mr.Mukku Kumara Swamy
H.No 7-53/A,Sai[illegible],S.N.Gudipalem
Krishna,Andhrapradesh-521001
Mobile No: 6300365027
Email: [illegible]

Dear Mr.Mukku Kumara Swamy

Sub: Offer of Appointment for the position
Post Graduate Trainee (T) - Human Resource

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as Post Graduate Trainee (T) at Head Office - 9913, Telangana to undergo training program with our Organization under the following terms and conditions.

1. **Date of Employment:** You shall join as on or before 07/09/2022

2. **Duration:** The duration of the training is for a period of one year from the date of your joining.

   2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.

   2.2 During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period, you will be offered a regular employment with the Company.

3. **Emoluments:** Your annual remuneration will be Rs. 2,46,000 (Rupees Two Lakh Forty Thousand) on Cost to Company basis (Refer annexure enclosed).

4. **Exclusivity:** During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be concerned or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any endorsements, commission or service charges or honoraria whatsoever from any one.

5. **Confidentiality:** You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project where you are posted or any other property, financial position, marketing strategies, future plans or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider

Contd.

12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.

12.3. You are deemed to be in the services of the Company, during the notice period.

12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place or business of the Company as applicable and in force from time to time.

13.2. This engagement is further subject to verification of the particulars supplied by you in your Application Form. In case any particulars submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.

13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,
For [illegible] LIMITED.

Krishna Vinil P
Head -HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated _____ and accept the terms & conditions of the same.

Place:
Date:

Signature of the Candidate

manavi

Date: 19th August, 2022

Offer of Employment – Sales Support

Dear SK. AKBAR BASHA,

Subsequent to your interview and letter of offer, we take pleasure in appointing you in M/s Manavi Wealth Pvt. Ltd., Vijayawada as **Sales Support** during probation period from September 01st 2022, during your period of employment, you would be governed by the following terms and conditions as amended from time to time by the management.

1. **Remuneration:**

You will be paid INR 20,000/- per month for the first 6 months. For the first six months you will be in probation and you will not be entitled for any Privileged leaves and after 6 months, based on your performance & other parameters you may be entitled for additional employee benefits like salary revision, leaves, bonus, etc.,

2. Secrecy:

In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of M/s. Manavi Wealth Pvt. Ltd., or its associated companies or its customers/partners. You are required not to divulge any such information, either directly or indirectly at any time, or key form to any party not authorised to be privy to such information or documents.

3. Non-Solicitation:

During your employment with *M/s. Manavi Wealth Pvt. Ltd*, you shall not assist any other firm or person to solicit business from Manavi Wealth or associated companies or its customers directly or indirectly and you shall not disclose Manavi Wealth's associated companies or its customers or its employee's contact detail's and any other information pertaining to them to any third party.

4. Notice period:

In case you wish to leave the organization for any reason, you have to give minimum 2 months of notice to enable us to hire someone for the smooth transition and knowledge transfer. Considering the urgency and importance of pending tasks and follow ups with the business associates, it is essential that you understand this aspect and provide 2 months' notice without fail.

Sincerely,
For Manavi Wealth Pvt. Ltd.

K.S.V Narendra Kumar

K.S.V Narendra Kumar
CEO

Date: 19th August, 2022

Offer of Employment – Sales Support

Dear **JOGI SIVA SAI KRISHNA,**

Subsequent to your interview and letter of offer, we take pleasure in appointing you in M/s Manavi Wealth Pvt. Ltd., Vijayawada as **Sales Support** during probation period from September 01st,2022. during your period of employment, you would be governed by the following terms and conditions as amended from time to time by the management.

1. **Remuneration:**

You will be paid INR 20,000/- per month for the first 6 months. For the first six months you will be in probation and you will not be entitled for any Privileged leaves and after 6 months, based on your performance & other parameters you may be entitled for additional employee benefits like salary revision, leaves, bonus, etc..

2. Secrecy:

In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of M/s. Manavi Wealth Pvt. Ltd., or its associated companies or its customers/partners. You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized to be privy to such information or documents.

3. Non-Solicitation:

During your employment with *M/s. Manavi Wealth Pvt. Ltd.* you shall not assist any other firm or person to solicit business from Manavi Wealth or associated companies or its customers directly or indirectly and you shall not disclose Manavi Wealth's associated companies or its customers or its employee's contact details and any other information pertaining to them to any third party

4. Notice period:

In case you wish to leave the organization for any reason, you have to give minimum 3 months of notice to enable us to hire someone for the smooth transition and knowledge transfer. Considering the urgency and importance of sending leads and follow ups with the business associates, it is essential that you understand this aspect and provide 2 months' notice without fail.

Sincerely,
For Manavi Wealth Pvt. Ltd.

K.S.V Narendra Kumar

K.S.V Narendra Kumar
CEO

Softworld Technologies

Date: [illegible]

Ms. [illegible]
[illegible]

Subject: Appointment for post of Bench sales [illegible]

Dear [illegible]

[illegible] Technologies [illegible]

1. Commencement of employment

[illegible]

2. Job title

[illegible]

3. Salary

[illegible]

4. Place of posting

[illegible]

5. Hours of Work

[illegible]

[illegible]
[illegible]

aboveo

Aboveo Services Pvt. Ltd
Flat no. 503 & 505, 4th floor,
KTC Illumination, Image Hospital Road,
Gafoor Nagar, Madhapur,
Hyderabad - 500 081
Hyd Office Number : 040 - 48587459
HR Number/Mobile Number : 7799582032

Payslip for FEBRUARY 2023

Employee Code	1291	Employee Name	Sai Kalidindi
Bank Name	SBI IY	Bank Account No.	52450296934
DO[illegible]	10/7/2022	LOP Days	0
Department	SOM	STD Days	28
Location	Hyderabad	Worked Days	28
Designation	Trainee Associate	PF UAN No.	101885081550

Earnings	Amount in Rs.	Deductions	Amount in Rs.
BASIC	8,000	PROVIDEN FUND	960
HOUSE RENT ALLOWANCE	3,600	ESI	120
MEDICAL ALLOWANCE	1,250	PROFESSIONAL TAX	150
TRANSPORT ALLOWANCE	1,600	INCOME TAX	0
CHILD EDUCATION ALLOWANCE	200	STAFF ADVANCE	0
LEAVE TRAVEL ALLOWANCE	0	OTHER DEDUCTIONS	
SPECIAL ALLOWANCE	1,350		
OTHER EARNINGS	0		
BONUS	0		
GROSS EARNING	16,000	GROSS DEDUCTIONS	1,230
NET PAY		14,770	

** This is a computer generated payslip and does not require signature and stamp.

ACME

[illegible]

[illegible]

Dear [illegible],

[illegible] Associate Recruiter [illegible]

[illegible] Associate Recruiter [illegible] on September 1?, 2023

[illegible]

[illegible] joining our organization ACME [illegible] Solutions Private Limited, Vijayawada.

TWILIGHT SOFTWARE SOLUTIONS PVT LTD

07/05/2022,

OFFER LETTER

To,
Ms. Leela Mani Kumari Chalapati,

Dear Leela Mani,

Congratulations! We are pleased to confirm our offer of employment to you as "HR Executive" with Twilight Software Solutions Pvt Ltd (Company), starting on the 2nd May, 2022. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Location
The Company is based out of Hyderabad. Your primary location will also be in the Hyderabad office. However, the Company may require you to work at other Company locations and customers' sites if required. The Company will seek to give you reasonable notice of extensive travel requirements and take into account your personal circumstances where appropriate.

Compensation
Your annual salary is estimated to be Rs.1,20,000 (One Lakh Twenty thousand Rupees) CTC (Cost to Company). The actual amount is subject to standard Company and taxation laws and may also vary based on individual performance. You are entitled to a salary hike of Rs.5000 once you successfully complete Six payrolls based upon your performance and subjected to the management discretion.

Condition of Hire
All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. The confirmation of your employment with COMPANY consulting is subject to your antecedents being verified as correct. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. If these terms are agreeable, please confirm your acceptance per return email to be considered as your acceptance.

We look forward to having you join our team.

Sincerely,

Sandeep Kumar
Sr. Manager HR & OPS.
Twilight Software Solutions Pvt Ltd

grounds of misrepresentation of facts.

4. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on 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.

5. Restraints

a) Access to Information

Information is available on need to know basis for specified groups. The network file server may be segregated to allow individual sections for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

b) Escalation/Exception Reporting

1) A set of areas/jobs to be carried out by each function/department will be decided.
2) For each area/job a suitable policy may be formulated/evolved.
3) For every policy - standards of measurement may be laid down.
4) Goals for year/quarter/month will be periodically reviewed.
5) Deviation, if any with regard to policies or standards, will be monitored and brought up for discussion in review meetings, if such deviation could wait till review meeting.
6) Alternatively, if such deviation will pose a threat and if it is not corrected, it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment, it will be further escalated to next level.

c) Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing the Company. d) Smoking

We owe and assure a smoke free environment for our Associates. The entire office premises including conference rooms, lobbies, is declared as No-Smoking Zone.

e) 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. If the password is forgotten, the COMPANY management is to be contacted to reset and allow you to use a new password.

f) Unauthorized Software

You shall not install, download, copy, or duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

g) Security

Security is an important aspect of our communication and office infrastructure.

1) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

2) Use of Company Resources

Date: 29th August 2022

Letter of Appointment

To

Dear: Vaishnavi Battula,

With reference to your discussions with us, we are pleased to offer you an appointment as "**US IT Recruiter-Trainee**" effective from "**01st September 2022**" in our organization based on the following terms and conditions:

1) The Company has established a variety of Policies and Standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Company and that those policies do not form a part of this employment letter. It is agreed that, if Company introduces, amends or deletes employment related policies and conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.

2) Your work location is at **Libsys IT Services PVT LTD - Hyderabad, India**

3) Your Appointment is contingent upon satisfactory of references & background checks including verification of your resume, education, and employment history.

4) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

5) You will be paid an Annual CTC of **Rupees 2,76,653/-(Two Lakhs Seventy-Six Thousand Six Hundred and Fifty-Three only per annum)**. The detailed Salary break-up is mentioned in the Annexure A.

6) Your individual compensation and other benefits are strictly confidential and between you and the Organization. Hence, you are required to maintain confidentiality in this regard and advised not to discuss with any one at workplace.

7) It is the responsibility of individual to notify the Company, if any changes in personal information provided to the Company at the time of joining to keep the records up to date.

8) During Your service with the Company, you are expected to devote your full-time attention to the Company's work and refrain from directly or indirectly engaging yourself or causing any other employee of the Company to engage in any other business.

9) You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary right, non-competition, non-solicitation or other covenant in favor of any third party.

10) You will be terminated if performance issues are found during the first 10 working days without any prior notice and no payment will be made.

11) You will be terminated immediately without prior notice in case of misconduct, disciplinary issues, breach of trust and breach of contractual conditions.

12) If you wish to resign your employment with the Company (On Probation Period and after Probation Period), you will be required to provide Two Month Written Notice Period to enable us to transition of your work. In case, if you wish to leave the Company immediately upon service of notice period, you shall forfeit salary of Two Month.

26) You are entitled to 12leaves (6 Casual, 6 Sick) per calendar year and leaves are calculated on accrual basis. Leaves are not considered on probation period and any leaves in probation period will be in loss of pay. Any earned leaves are not applicable during notice period.

27) Working Hours and Holidays will be as applicable for the work location.

28) If you wish to resign your employment with the Company prior intimation to be given to Libsys team (Accounts@libsys.co.in)

I have read and understand the above Terms and Conditions and accepting the same

For LIBSYS IT SERVICES PVT LTD

Accepted

Authorized Signatory

Date: 29th August 2022

Employee Signature

Date:

SAGE IT

Sat [illegible] [illegible]

Date: [illegible] 2021

Mr. Kolla Naga Venkata Nemantha
Ph. 8885[illegible]468 / [illegible]@gmail.com

Employment Offer Letter

Dear Mr. Naga Venkata Nemantha

It gives us pleasure to welcome you to Sage IT as a valuable addition to our team. We believe that organizations grow and thrive by the enthusiasm and energy of their employees and we look forward to the future. We are happy that you are one such employee and we are confident that you will be a truly global contributor.

You will be designated as Jr. Java Developer and your proposed salary is as per the attached annexure. Rs. 2,83,000/- (Rupees: Two lakh eighty three thousand only) per annum.

Date of joining and place of work:

We would like you to join us on 02nd November, 2021 and prefer you to join us on or before 05th November, 2021. Please note that your acceptance of this offer is binding on you and in case you do not join on the date specified, this offer shall be withdrawn. Your employment with the company will be governed by the various employee manual/ policies and guidelines as may be in force.

Address for reporting: Sage IT Pvt Ltd, 6, Sage IT Pvt. Ltd. 6th floor, The Wave Mark building, Kondapur, Hitech city, Hyderabad 500081

While joining, we request you to submit the various documents for our records as mentioned in the list enclosed.

1. Copies of all relevant educational documents (10th onwards) and certificates
2. Copies of all relevant old/ past employment relieving/resignation acceptance letter of current employer
3. Salary slips, bank statements & ITR details of our applicant with current employer
4. Passport size photographs
5. Copies of Pan card and Aadhar card
6. Address Proof (Aadhar Card / Passport / Electricity Bill / Telephone Bill)

Please note that this offer and your employment with Sage IT are based upon satisfactory references and background check, and may be cancelled at any time prior to the date of your joining if any information found in education, employment, history and your conduct or and unemployment at Sage IT will be governed by Company policies relating to conduct, relations of the employee as modified from time to time.

As you join your association with Sage IT as a trainee, by the time of completion of your training period, we will be pleased to have you continue with us in a role in line with your aptitude and potential over and above the training period. While seeking your role and responsibilities at Sage IT, we shall endeavour to give you an opportunity to contribute and add value through your role and responsibilities at Sage IT.

Please sign this offer letter and return the scan copy to us as a token of your acceptance of the offer letter.

[illegible] Please note that the terms and conditions mentioned in this letter are confidential and are to be treated as such. Please sign the letter and return the scan copy to us. Please find the terms and conditions mentioned in this letter and signature below to signify your acceptance.

Warm Regards,

For SAGE IT PVT LTD.

Accepted Signature: _____

SAGE IT

Date: _____

Srinivas Rao - Dr Manager

ANNEXURE

S.No	Salary Components*	Amount / Month	Amount / Annum
1	Basic	7,200.00	86,400.00
2	HRA	3,600.00	43,200.00
3	Conveyance	1,300.00	15,700.00
4	Medical	1,250.00	15,000.00
5	Special Allowance	3,349.00	40,[illegible]
	Gross Salary	16,903.00	1,91,910.00
6	Employer's PF	1,487.00	17,844.00
7	Employer's FEI	520.00	6,242.00
	Total CTC Amount	18,000.00	2,16,000.00
	Deductions		
1	Employer's PF contribution	1,500.00	18,000.00
2	Employee PF contribution	1,500.00	17,844.00
3	Employee ESI contribution	135.00	1,440.00
4	Employer's FEI contribution	520.00	6,240.00
5	Professional Tax	200.00	2,400.00
6	TDS	As Applicable	As Applicable
7	Gross Deductions	3,938.00	47,[illegible]
	Net Pay	14,062.00	1,68,744.00

Received the letter and accepted the salary structure as above

For SAGE IT PVT LTD.

Authorised Signature: _____

Name: _____

HR Department

Date: _____

Registered Office: Sagar Apartments, Ground Floor, No-23 Gopalakrishna Road, T. Nagar, Chennai - 600017
Corporate Office: 11, 1st Floor, Yamuna Building, 7th Street, Dr. VSI Estate Phase II, Thoraipakkam, Chennai - 600041, Ph: 24541006

Branches: Bengaluru, Hyderabad, Ongole, Mohali

www.sageit.in / www.sageit.co.in Email: info@sageit.in CIN: U72900TN2011PTC082[illegible]

[illegible]

[illegible]

[illegible]

OFFER LETTER

Date: [illegible]
Name: [illegible]
[illegible]
[illegible]
Contact no: [illegible]

Dear [illegible],

[illegible]

[illegible]

[illegible]

POST OFFER TICKET CHARGES

[illegible]

POST DUTIES

[illegible]

[illegible]

[illegible]

CONGRATULATIONS
Regards,
[illegible]
[illegible]

Copyright © 2022 [illegible]

Payslip

MAR 2023

TATA

Emp No	[illegible]	Bank Name	[illegible]	[illegible]	[illegible]
Grade	[illegible]	Bank No	[illegible]	[illegible]	[illegible]
PAN	[illegible]	Days paid	[illegible]	[illegible]	[illegible]
		Loan Balance	[illegible]	WDM SUPN	[illegible]

[illegible]		[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]	[illegible]
[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]			
[illegible]		[illegible]		
[illegible]		[illegible]		
[illegible]		[illegible]		
[illegible]	[illegible]			

Total Earnings [illegible]	[illegible]	Total Deductions	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]			
[illegible]	[illegible]	[illegible]			
		[illegible]			

[illegible]

Page 1

Emp No [illegible]

Academic Salary Details MAR 2023

[illegible]	[illegible]			[illegible]	

Misc Breakup

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Spider

Spider Software Pvt Ltd
[illegible]
New Link Road, [illegible]
Tel. No. [illegible]
[illegible]

Date: 10th December, 2022

LETTER OF COMMITMENT

I [illegible]
Spider Software Pvt Ltd on 10th December, 2022
as **Marketing Executive** at Hyderabad [illegible]

In case I leave the job -

1. I will not join any of the direct competitors of Spider Software Pvt Ltd for a minimum period of Six months after leaving the job.

2. I will not, at any time and/or in any way part with, [illegible] or diverge or make public, except on legal obligations, any of the **confidential information** pertaining to the company, any information regarding the Company's affairs or administration or research carried out, whether the same has been confidential or not, has become known to me in the course of my service with the company or otherwise.

3. I understand and accept that this letter of commitment will hold good even in the case of my promotion in the company and consider to any other department and/or branch.

4. I also understand that "**Confidential Information**" shall include but shall not be limited to all tangible and intangible information, data documents, drawings, blueprints, illustration, models, designs, specifications, diagrams, flowcharts, computer programs, marketing plans, client information/database, technical methodology, technical know - how and other technical or business information, regardless of the media in or on which it is rendered, stored, recorded or transmitted, including without limitation, all

Proprietary Matters and Trade Secrets, intellectual property and all other information which may be produced by the Company or to which I may be provided access during the course of my employment and which is not available to the public. All such types of information may hereafter be collectively referred to as "Information". Information which is provided orally by the Company, shall also be deemed confidential unless it is clearly identified by the company as not being confidential prior to the time of disclosure.

Accepted and Signed

Employee Name: Hattur Venkata anand Narasimha Murthy

Date: 19th December, 2022

Witnessed By

Sign:

Name: _____
H.R. Department

Spider

Spider Software Pvt. Ltd.
[illegible]
[illegible]
[illegible]
[illegible]

Date: 10th December, 2022

To,
Mr. Nalgiri Venkata Anand Kargamba Murthi

Appointment Letter

Dear Nalgiri,

Subsequent to the meetings between Spider Software Pvt. Ltd. and you, we are pleased to make an offer of employment on the following terms and conditions:

1 **Appointment**

1.1 You shall be appointed to the position of **Marketing Executive - Hyderabad**.

1.2 You have joined on **10th December, 2022** at **9.00 hours**.

1.3 You shall be based in **Hyderabad City**.

1.4 On joining you shall report to the **Branch Head (Hyderabad)** of the Company.

1.5 As per Company regulations you are required to furnish before joining the [illegible] proof of your last drawn salary and educational qualification and work [illegible].

2 **Remuneration**

2.1 Your gross salary per month would be **16000**.
(Rupees Sixteen Thousand Only)

3. **Terms and Condition**

3.1 You will be on probation for a period of Six months from your date of joining. During this period either side can terminate this employment [illegible] notice or salary in lieu of the same. The management reserves the right to waive off the notice period. Your probation period can be extended to the discretion of the management.

3.2 While in the employment of the Company, you are in no way allowed to employed by any other Company or on temporary or part-time basis or offer your services [illegible] or without pay to any person without the prior written consent of the Company.

3.3 You confirm that you have disclosed fully to the Company all your business interest whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

3.4 You agree and confirm that upon joining our company you will suspend your job search activity from all platforms you have been engaging, whether online or offline. You also undertake that while in the employment of the company, you will not in any way make any effort to look for a new employment. In case the company becomes aware of your efforts to search for a new job while in the employment of the company, you will be directed to stop all such activities to search for a new job. In case you fail to comply, the company will take action on you, including termination.

3.5 The Company will work 5 days a week. You will be required to work 45 hours a week and such other hours as may be reasonably required to [illegible] your business duties. Your weekly off will be on Sunday.

3.6 After probation:

3.6.1 In case of resignation, you shall be required to serve a notice period of 3 months.

3.6.2 In case the company is not satisfied with your work performance or any reason whatsoever, the company may terminate your services by giving 30 days notice in writing or payment of salary in lieu thereof. The Company may, however, immediately terminate your services without any compensation or notice if:

(a) You commit any breach of your duties and responsibilities under this contract;

(b) You are dismissed on grounds of [illegible] the express or implied condition of your employment;

(c) For any breach of confidentiality [illegible] to the Company or its business;

(d) You are absent for a continuous period of [illegible] your superior, including overstay of leave.

3.7 Upon cessation of your employment with the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, paper, [illegible] or any other property of the Company in your possession or under your control.

4. **Confidentiality**

4.1 You will not, at any time, during the employment or after, without the consent Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or [illegible] whether the same is confided to you or becomes known to you in the course of your service or otherwise.

4.2 The terms of this offer are strictly confidential between you and the Company.

5. **Leave**

5.1 You will not be entitled for a leave benefit during your probation period.

5.2 You will be entitled to 21 (Twenty one) days leave per annum, credited on [illegible] and avail basis. Management may at its discretion allow accumulation up to maximum of 30 days.

5.3 Leave encashment is as per company rules.

Kindly sign and return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

We welcome you and wish you every success in your career with Spider Software Pvt. Ltd.

Yours [illegible]
For [illegible] Pvt. Ltd.

(Managing Director)

I accept the terms & conditions of this letter. [illegible]