

Campus Management International Pvt. Ltd.
3rd Floor, Olympia/Building-01,
Bagmane Tech Park, C V Raman Nagar,
Byrasandra, Bangalore - 560 093
Karnataka, India.

CAMPUSSM
MANAGEMENT

Phone : +91 (80) 4339 8400
Fax : +91 (80) 4339 8410
Email : contactcmi@campusmgmt.com
Web : www.campusmanagement.com
CIN : U74900KA2015FTC079859

OFFER LETTER

Dec 15, 2017

CMI/LOA/C10470/2017-18/121517/139

To,
Pappuri Balarami Reddy
3/93, Near Police Station, Bukkapatnam,
Anantapur
Andhra Pradesh
515144.

Dear Pappuri Balarami Reddy,

We are pleased to offer you employment for the position of "Lead Software QA" and the role as "Senior Software QA" with "CMI-Engineering-QA" department at Campus Management International Pvt. Ltd., a wholly-owned subsidiary of Campus Management subject to the following terms and conditions:

1. You will be entitled to the salary and perquisites as listed in **Annexure 1** hereto. This is a matter purely between yourself and the Company, arrived at based on your specific background and merit, and you are expected to keep this information and any changes made therein from time to time personal and strictly confidential. In case you have any queries, you may discuss the matter with the Company's Human Resource Department.
2. If you accept this offer, you will initially be on a probation for a period of 2 (two) months from the date of your joining the Company. This period may be further extended by the Company at its sole discretion by way of a written communication to you. During the probation period, either of us may forthwith terminate your employment without assigning any reasons and without any notice or salary in lieu of notice. The Company may, at its discretion, before the expiry of your Probation period, confirm your employment by way of a written communication. Otherwise, upon successful completion of probation period your employment will automatically stand confirmed, without the need for the Company to issue any written communication to that effect. It is however hereby clarified that automatic confirmation will not be applicable in cases where your probation has been extended by the Company. In such a case, you shall continue to be on probation until your employment is confirmed by the Company issuing a specific letter to that effect.
3. Your initial place of posting will be in **Bangalore Office** at our **Bagmane Tech Park (C.V. Raman Nagar) office**. However, you are liable to be transferred to any other place or office of the Company or to any other division or department or to any subsidiary or associate company of **Campus Management**, whether now existing or still to be formed. The Company will also have the right to send you on deputation or to assign your services to any other organization. In any of these cases, however, your emoluments will not be adversely affected.
4. As a condition of your employment, you are also required to sign and comply with an At-Will Employment, Confidential Information, Invention Assignment and Arbitration Agreement ("**Confidentiality Agreement**") which requires, among other provisions, the assignment of patent and other intellectual property rights to any invention made during your employment at the Company, and non-disclosure of Company proprietary information. This employment is contingent upon the execution of this agreement. Any dispute or claim relating to or arising out of our employment relationship will be governed by the arbitration provisions stated in the Confidentiality Agreement.
5. The Company reserves to itself and shall have the right to vary or modify at any time, any or all of the provisions in the Rules, Confidentiality and Intellectual Property Rights Agreements aforesaid or other conditions of your service, which will be binding upon you.
6. You will be governed by and will abide by the Rules and Regulations of the Company in force from time to time and contained in the Company's Standard Documents. (Policies, Manuals, etc)
7. You shall, during your service with us, devote your whole time and attention to the business of the Company or such business entrusted to you by the Company and you shall not engage, directly or indirectly, in any other business or service, without the prior written permission of the Company.

Pappuri Balarami Reddy

CMI/LOA/C10470/2017-18/121517/139

8. This offer is made on the basis of the particulars submitted by you. You shall inform the Company in writing of any change/s in such particulars promptly and in any case within three (3) days of such change. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, this offer and any appointment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. The Company will be entitled to conduct such background checks including criminal background verification upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive all rights under applicable laws in this regard.
9. This offer is contingent upon you submitting satisfactory references and passing a routine medical examination by a Company approved doctor.
10. If and after you are confirmed in service, your employment will be terminable by either side by giving to the other **60 days'** written notice or **60 days'** salary in lieu of such notice. However, breach by you of any of the above conditions or those in any of the Agreements or Annexures hereto will render your service liable to termination without any notice or payment in lieu of such notice. Further, in the light of the sensitive nature of your work, the Company may, notwithstanding anything stated above, require you to complete your notice period and all pending work and not accept payment in lieu thereof. Please note that any resignation letter terminating your services with the Company has to be addressed to your Manager with a copy to the human resources department of the Company. The said letter, to be valid and acceptable by the Company, has to be acknowledged by both your manager and the human resources department.
11. Any notice required to be given to you shall be, deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India, as recorded with the Company.
12. You will retire from the services of the Company on the last day in the month in which you attain your 58th birth anniversary.
13. In the event any portion of this letter is held to be invalid, it will not invalidate the other portion/s of this letter.
14. If you are willing to accept this offer of employment subject to the terms and conditions specified above, you may kindly sign and return the duplicate copy of this letter in token of your acceptance of the said terms and conditions, so as to reach the Company on or before **Dec 15, 2017** failing which this offer will stand automatically withdrawn, without any further obligation on our side. In the event that you do not join services after your confirmation as above the Company will be free in its discretion to recover all amounts expended in this regard. This will be without prejudice to all other rights available with the Company.

Yours faithfully,

For, Campus Management International Pvt. Ltd.


Jhilik Sharma

Vice-President - Human Resources & Learning

I have read and understood the above terms and conditions and those in the Agreements or Annexures hereto and agree to faithfully accept and abide by the same. I confirm I've joined service from _____. Additionally, I have carefully read and considered the provisions hereof, and having done so, agree that the provisions contained herein are fair and reasonable and are reasonably required for the protection of the interests of the Company.

Pappuri Balarami Reddy
Date:

CMI/LOA/C10470/2017-18/121517/139

Welcome to Campus Management International Pvt. Ltd. and congratulations on your new appointment.

We are delighted to have you as member of our staff and looking forward to work with you.

As part of our pre-hiring process you are required to submit the following documents to HR Team in the returned address envelope enclosed or in person within 5 days of receipt of letter or prior to or on joining us.

- Copy of X and XII Mark sheet
- Graduation - All Semesters Mark sheet & Degree Certificate
- PG (if applicable) - All Semesters Mark sheet & Degree Certificate
- Other Certification (if applicable)
- 2 Professional & Employment reference contacts
- 5 Passport Size Photographs
- Copy of employment letter & experience letter of all past employers as per resume
- Copy of Last six month's pay slip
- A PAN CARD Copy
- Copy of residential proof – ration card / passport / driving license / voting card
- Copy of Passport (front page; last page; stamped visa if valid)
- General Forms to be filled and returned: To be collected from HR Team
 - *Group Medclaim Insurance Personal Statement Form*
 - *Background Verification Document*
 - *Login Id Request Form*
 - *Requisition Form for New ID and Access Card:*
 - *Group Term Life Insurance*
 - *Form F – Gratuity Form*
 - *Employee Nomination Form*

On day of joining **Campus Management** you are required to report to our head office at the address mentioned below at **10 AM** along with the following documents:

- Relieving letter from your last (current) worked organization
- PF Number of previous employer in case of PF Transfer (form to be provided by HR)

Campus Management International Pvt. Ltd.

Bagmane Tech Park,
Olympia Building – I,
Byrasandra, C.V. Raman Nagar
Bangalore – 560 093

For any clarifications or information do not hesitate to contact ta@campusmgmt.com or land line 080-43398400 – 600 between 9AM to 6 PM from Monday to Friday.

We look forward for a long term relationship and your success at **Campus Management**. Thank you in advance for your cooperation and provide relevant documents required.

Regards,
Human Resources



CMI/LOA/C10470/2017-18/121517/139

Annexure - I

| SALARY BREAK-UP | | | |
|---|--|-----------------|-----------------|
| Employee Name | Pappuri Balarami Reddy | Date of Joining | Dec 15, 2017 |
| Employee Number | C10470 | Location | BTP - Bangalore |
| Department | CMI-Engineering-QA | Level | L3 |
| Designation & Role | Lead Software QA (Senior Software QA) | | |
| SALARY COMPONENTS | | Compensation | |
| | | INR (per month) | INR (per Annum) |
| PART - A | | | |
| Basic | | ₹ 50,921 | ₹ 6,11,055 |
| Flexible Benefits Plan (FBP) | | ₹ 78,145 | ₹ 9,37,740 |
| Provident Fund (Employer Contribution) | | ₹ 6,111 | ₹ 73,327 |
| | BASE PAY | ₹ 1,35,177 | ₹ 16,22,122 |
| Gratuity (Employer Contribution) ¹ | | ₹ 2,448 | ₹ 29,378 |
| | COST TO COMPANY - CTC | ₹ 1,37,625 | ₹ 16,51,500 |
| PART - B | | | |
| Allowances / Reimbursement Plan 2 | | | |
| Subsidized Lunch | | ₹ 750 | ₹ 9,000 |
| Heath Club Allowance / Fee Reimbursement | | ₹ 1,000 | ₹ 12,000 |
| Annual Medical Check-up | | ₹ 125 | ₹ 1,500 |
| Birthday Gift Voucher | | ₹ 83 | ₹ 1,000 |
| | Allowances / Reimbursement Plan | ₹ 1,958 | ₹ 23,500 |
| | TOTAL COST TO COMPANY - TCTC | ₹ 1,39,583 | ₹ 16,75,000 |
| Other Benefits | | | |
| PARTICULARS | AMOUNT (INR) | | |
| Medical Insurance Per Annum (Including Family) | ₹ 2,00,000 | | |
| Group Term Life Insurance Per Annum | ₹ 20,00,000 | | |
| Group Personal Accident Insurance Per Annum | ₹ 20,00,000 | | |
| General Purpose Loan @ 5% Interest Per Annum | ₹ 25,000 - ₹ 75,000 | | |
| Education Loan (Interest Free) (Based on Business Approval) | ₹ 25,000 - ₹ 75,000 | | |
| Salary Advance (Interest Free) | One Month Base Pay | | |
| Educational Assistance Reimbursement | ₹ 25,000 | | |
| Cell Phone Reimbursement - Team and Job Role based | ₹ 12,000 - ₹ 60,000 | | |
| Internet Connection/Data card - Team and Job Role based | ₹ 12,000 | | |
| Leave Encashment - As Per Company Policy | As per provision of the Company Leave Policy | | |

| Important Notes | |
|---|--|
| 1 - Payment of Gratuity - 15 days of every completed year of service on the last drawn basic; Eligible on completion of 5 years and above of service. | |
| 2 - Allowance / Reimbursement Plan - This amount is set aside as an allowance and to be availed / reimbursed and will not be encashed at any point in time. | |
| Retention Bonus - You will be eligible for an amount of Rupees 25, 000/- which will be added to your TCTC in July 2018 payroll | |
| *** Retention Bonus addition to salary will be post review | |

For, Campus Management International Pvt. Ltd.


Jhlik Sharma
Vice-President - Human Resources & Learning

Accepted
Signature & Date
Pappuri Balarami Reddy

Campus Management International Pvt. Ltd.
3rd Floor, Olympia/Building-01,
Bagmane Tech Park, C V Raman Nagar,
Byrasandra, Bangalore - 560 093
Karnataka, India.

CAMPUSSM
MANAGEMENT

Phone : +91 (80) 4339 8400
Fax : +91 (80) 4339 8410
Email : contactcmi@campusmgmt.com
Web : www.campusmanagement.com
CIN : U74900KA2015FTC079859

December 22, 2017

PERSONAL & STRICTLY CONFIDENTIAL

CMI/LOA/ C10470/2017-18/122217/139

Employee Name: Pappuri Balarami Reddy
Employee Number: C10470
Department: CMI-Engineering-QA
Designation & Role: Lead Software QA (Senior Software QA)

Subject: Annual Retention Bonus

Dear Balarami,

We are pleased to offer you an Annual Retention Bonus of **INR 25,000/- (Rupees Twenty Five Thousand Only)** as per terms and conditions below with effect from **December 15, 2017**.

- a. *You must remain actively employed by the Company or not having resigned or serving notice period; and in compliance with the Company's policies and directives concerning job performance to ensure the above retention bonus is added to your Total CTC with effect from **July, 2018**.*
- b. *Please note, the amount would be added at the absolute discretion of the company and you have no direct claimant in this. Hence, for you to being eligible for this amount to be added to your Current TCTC, is subject to your performance and review in **July 2018**.*

Please note the company treats the amount paid to employees as confidential information and expects all employees to handle such information appropriately.

All other terms and conditions of your employment will remain as detailed in your original offer letter as amended from time to time.

We wish you the very best and look forward to your long term contribution to the business and overall growth of the Company.

Please sign and return a copy of this letter to the HR Department of the Company.

For, **Campus Management International Private Limited**


Jhilik Sharma
Vice-President – Human Resources & Learning

Accepted::
Pappuri Balarami Reddy
Date & Signature