



03-Sep-2019

**APPOINTMENT LETTER**

**Dhiraj Singh**

Resume ID # **2254720**

Dear **Dhiraj**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of **Junior Software Engineer** on the following terms:

**1. Place of Employment and Timing.**

- 1.1 Your initial place of work will be at **Bangalore**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
- 1.2 You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

**2. Compensation and Benefits.**

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs. 120000 (Rupees One Lakh Twenty Thousand Only)**. Other allowances / reimbursements as due to you are detailed in Annexure II.
  - 2.2 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
  - 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
  - 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.
- 3. Reimbursement of Expenses:** The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.
- 4. Leaves:** You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.





3 You shall be governed by the "Service Agreement" as applicable to you.

It is understood that your date of joining **Wipro Limited**, will not be later than **04-Sep-19** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

Yours faithfully,  
For **Wipro Limited**

**SANDESH KUMAR – Associate Vice President**  
Talent Acquisition

I accept the terms of this letter.

  
(Signature)

Date: 04/10/2019

Name: **Wipro campus**

**Enclosed:**

- Annexure I (Document Submission List)
- Annexure II (Salary Break Up)
- Annexure III (Conflict Of Interest)
- Annexure IV (Personal Information As Required Under Information Technology Act 2000)
- Annexure V (Consent for Random or Reasonable Suspicion Drug Test)

**Registered Office:**

**Wipro Limited**  
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Sensitivity: Internal & Restricted