



Name: Raghu

Business-friendly Solutions

STRICTLY PRIVATE & CONFIDENTIAL

Ref: Appt/13L/470410/2011-12

Date: 30-May-2014

Mr. Raghu

So/Do Veerappa M

S 193, Bharathi Nagar,

BEL Layout, Magadi Main Road, Bangalore

Sub: Appointment Letter

Dear Raghu,

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 02-June-2014.

Please note that your base location will be Bangalore and work location will be Bangalore.

1. This appointment is subject to

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.
- The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- 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 cognisance will be taken for any alterations in the future.
- Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- 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.

In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the "Quality Certification Test" (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company's intranet.

You shall be required to pass the QCT,

- a) Prior to your first appraisal or six months from your date of joining the organisation, whichever is earlier, and
- b) Within a maximum of three (3) attempts.
- c) With a pass percentage of 70%.

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