



Name: Jagdish

Business-friendly Solutions

Date: 14-Mar-2017

Mr. Jagdish

So/Do Maruthirao
82/2, Mehkar, Taluk Bhalki
Bidar

Dear Jagdish

Your Date of Joining has changed **16-March-2017**.

All other terms and conditions of your employment, as per the appointment letter dated **10-March-2017** will remain the same .

Yours Faithfully

ITC Infotech India Limited

Ramesh Sreedhar

General Manager-Talent Acquisition

Signature -----

16-03-2017
Date-----

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED
18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005. India
Tel : + 91 - 80 - 2298 8331 - 38 Fax +91 - 80 - 2298 8081

Regd. Office : Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071. India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com

Name: Jagdish



Ref: Appt/I3L/12964/2016-17

Date: 10-March-2017

Mr. Jagdish
So/Do Maruthirao
82/2, Mehkar, Taluk Bhalki
Bidar

Sub: Appointment Letter

Dear Jagdish,

We are pleased to offer you appointment as **Associate IT Consultant (Grade "IS2")** in the management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **13-March-2017**.

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 will be governed by the applicable Quality Certification Policy of the Company.

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