

Value Labs®

ValueLabs LLP

Plot # 41, HITEC City, Phase II, Madhapur, Hyderabad - 500 081, India.
Phone: +91-40-6623-9000, Fax: +91-40-6623-9100

www.valuelabs.com

Date: 11th July 2019

To:
SK Fasiya Suthana
D/o No - 7/3/6, Rangonayakal Pet
Nellore - 524001

Provisional offer of Employment

Dear Fasiya Suthana,

It gives us immense pleasure in inviting you to join ValueLabs as one of its valuable members. We believe that organizations grow and flourish, fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We are happy that you are one such employee joining us in our effort to create a truly global corporation.

You will be designated as "Software Engineer" your position will carry the following structure of compensation value:

- From the date of joining till the completion of one (1) year of service, the CTC will be 4.5 LPA per annum,
- Upon completion of one (1) year of service from the date of joining, the CTC will be revised to 5.0 LPA per annum,
- Upon completion of two (2) years of service from the date of joining, the CTC will be revised to 7.0 LPA per annum,
- Upon completion of three (3) years of service from the date of joining, the CTC revision will be subject to your performance and appraisals, as per the organization policies.

The total salary being paid by the Company shall include all elements/components of Gross compensation package, given in any form i.e. in cash or kind. We will give you the break-up of salary separately at the time of joining.

You designated date of joining would be 16th April 2020 request you to send the acceptance within two working days after receiving the offer.

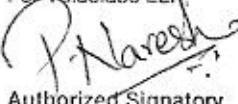
Please note that this offer and your employment at ValueLabs shall be contingent upon satisfactory reference and background checks that may be conducted at any time from the date of this offer and shall include but is not limited to education, employment history etc.

Your association and employment at ValueLabs will be governed by various employee related policies and guidelines of the organization, as modified from time to time and by the terms of offer made in this letter, it will be also guided by the core values and beliefs of our organization. We are confident that you will contribute to the organization and its goals, add value through your roles and strengthen ValueLabs.

The above mentioned salary structure and the revisions contained therein are subject to the sole discretion of the organization, upon due evaluation and consideration of your conduct and performance as an employee.

Sincerely,

For Valuelabs LLP


P. Nareesh
Authorized Signatory

29-Jun-2020

Dear Elindradeepthivasontha Lakshmi,
 B.Tech/B.E., Electronics and Communication Engineering
 Parvathareddy BR Viswadeva Ins. of Tech.&Sci



Candidate ID – 14535215

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.450,500/-**. This includes an annual incentive indication of **Rs.22,500/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. 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.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- 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.
- 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.

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.,

Suresh Bethavondu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name: Elindradeepthivasantha Lokshmi Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
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*	7129	85,548
Annual Gross Compensation			353,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			376,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			6,003
Annual Total Remuneration			401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

Login to <https://onecognizant.cognizant.com>>Total Rewards App for more details

MIG-49 Lawson's Bay Colony, Visakhapatnam, AP

Phone: 0891 669 666617

Date: 23rd February 2020

To

Mr. Devireddy Mahendra Reddy

Dear Ms. Devireddy Mahendra Reddy

Sub: Letter of Offer for Employment

Miracle Software Systems, (I) Pvt.Ltd is very pleased to offer you a full time position with our organization after completion of Forty Five (45) days of training. Please find below the offer details:

Title: Software Trainee

Start Date: 23rd August 2020

Compensation Details: Rs. 18,000/- CTC per Month

(this includes PF,PT,TDS and any other government sanitary deductions as per norms)

Employment & Termination:

As per the terms defined in the employment agreement duly signed by the Employee at the time of joining.

Benefits:

The employee will be eligible for 12 days of vacation time per year that accumulates at the rate of 1 day per month from the date of joining. Vacation can be used as it accumulates and cannot be advance used or cashed at any time. Vacation counter resets at the end of the year after every December in that year and all unused vacation will be nullified. This accumulated vacation can only be used in India. It is not applicable to other Miracle Locations outside the country. Public holidays are announced at the beginning of every year based on location and work.

Payroll:

The employee will be paid on a monthly basis for the days worked in the month. The salary Deposit happens on the 10th of the following month as per the time worked.

Miracle Software Systems(I) Pvt. Ltd.

MIG-49 Lawson's Bay Colony, Visakhapatnam, AP

Phone: 0891 669 666617

All expenses, if any needs to be reimbursed will be paid along with payroll and must be pre approved by your manager and HR. All expenses must be submitted along with original receipts for reimbursement.

Reporting Manager's approved weekly time sheets must be submitted electronically to hr@miraclesoft.com. All vacation/leave requests must be punched into Hubble and pre approved by your manager. You are not entitled for any overtime unless pre-approved by your Manager and Approval Authority.

Reporting Person:

Please do report to HR @ your location for further instructions.

Location of work:

Mircale City, Bhagapuram,Vizianagaram (Location might change as per work demand)

Timings:

9 AM to 6 PM EST (but can change as per your Reporting Manager and as per work demand)

Documents:

Documents required at the Time of Onboarding:

- Resume
- Copy of all Transcripts and Degree Certificates
- Copy of Passport (If any)
- Copy of all the Savings Certificates (If any)
- Copy of PAN Card and Form-16/w2
- Copy of last drawn salary certificate from last applicable Employer
- Copy of Experience Letters, Reliving Letters and other documents/Letters.

We are sure that you will have a bright career with our company.

We are happy to welcome you to the Miracle family. Kindly confirm your acceptance by acknowledging the same.

With regards

For Miracle Software Systems(I) Pvt.Ltd

Director - HR





PRIVATE AND CONFIDENTIAL

14th- March-2020

Dear Thota Narasimha Kishore

We are pleased to offer you, the position of **Trainee in Hexaware BPS**.

1. This Letter of Offer is being issued subject to the following terms:
 - a. You shall join the company on or before **26th August-2020**.
 - b. Accuracy of the testimonials and information provided by you.
 - c. Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d. Successful background and reference check.
2. On your date of joining you will be issued a formal letter.
3. You shall be based in Chennai but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure.
5. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.

This offer is valid provided that you are able to join the company on or before August – 26th, 2020.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely,

I accept the terms and conditions of this offer.



HEXAWARE TECHNOLOGIES LTD. (HEXAWARE BPS)
IG-3, 3rd Floor, Phase II, Chennai One IT Park, Pallavaram 200 Feet Ring Road, Thoraipakkam,
Chennai, 600 097. (INDIA). Tel.: +91 44 4679 1300
Regd. Office: Bld No. 152, Millennium Business Park, Sector -III, A Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710. (INDIA). Tel.: +91 22 6791 9595, Fax: +91 22 6791 950
(CIN): L72900MH1992PLC069662 URL:www.hexaware.com



On the day of your joining you are required to submit the following Documents:

- (i) Original and 1 photocopy of this offer letter duly signed and dated by you;
- (ii) 6 self-attested latest photographs (passport sized, color photos with a white background),
- (iii) The originals and 2 sets of photocopies of the following documents:
 - a) All educational degrees and certificates from 10th / Secondary onwards. Photocopies should include both front and back side of certificate.
 - b) Proof of Identity. Bring 3 sets of photocopies of anyone of the following documents: Passport, driving license, and Voter's identification card or PAN card.
 - c) Copy of Passport – if you do not have a passport then kindly apply for a passport immediately and carry the acknowledgement on the day of your onboarding.
 - d) Copy of PAN Card
 - e) If you have stated in your application to Hexaware BPS that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed.
 - f) If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same.
 - g) Valid Indian Work Permit, if applicable.
 - h) Cancel cheque of your Savings Bank Account for salary processing:

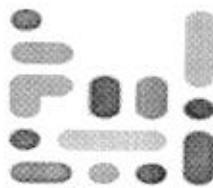
Please note that all of the above documents are mandatory and you will not be allowed to join without them.



HEXWARE TECHNOLOGIES LTD. (HEXWARE BPS)
IG-3, 3rd Floor, Phase II, Chennai One IT Park, Pallavaram 200 Feet Ring Road, Thoraipakkam,
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Navi Mumbai, 400710. (INDIA). Tel.: +91 22 6791 9595, Fax: +91 22 6791 950
(CIN): L72900MH1992PLC069662 URL: www.hexaware.com



S.No	Employee Name	CTC P.A	FIXED (P.A)	P.M	BASIC	HRA	CONV EYAN CE	SPECI AL ALLO WAN CE	E.S.I (Empl oyee)	E.S.I (Emplo yee)	Special Allowanc e after ESI deduc.	MEDI CAL	P.F Deducti on(Empl oyee)	Gratuity	In hand (inclusive tax)
1	Thota Narasimha Kishore	281000	281000	23417	9367	4884	1600	5410	0	0	5410	781	1124	451	20718



HEXWARE TECHNOLOGIES LTD. (HEXWARE BPS)
IG-3, 3rd Floor, Phase II, Chennai One IT Park, Pallavaram 200 Feet Ring Road, Thoraipakkam,
Chennai, 600 097. (INDIA). Tel.: +91 44 4679 1300
Regd. Office: Bld No. 152, Millennium Business Park, Sector -III, A Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710. (INDIA). Tel.: +91 22 6791 9595, Fax: +91 22 6791 950
(CIN): L72900MH1992PLC069662 URL:www.hexaware.com



Ms.Thota Sai Sowmya

Date: 09/03/2020

PROVISIONAL OFFER LETTER

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the interview you had with us, we are pleased to inform that you have been shortlisted as a "Associate Trainee" with salary of Rs.1,89,324/- per annum as Gross Annual Remuneration. You will be reporting at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai – 600 063).

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate – saying you are fit enough to work in night shifts
- Offer letter/ Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours Sincerely,

Sutherland

Authorized Signatory

Sutherland Global Services Pvt Ltd.

The Gateway Office Park, IT/ITES SEZ, Block - A1, 6th Floor, Tel No : +91.44.4288.7884
No. 16, GST Road, Perungaluthur, CIN: U72200TN2000PTC045578
Chennai, Tamil Nadu, PIN 600063

Candidate Acceptance

November 16, 2019

Vellampalli Venkata Sucharitha Kumari,
PBR Visvodaya Institute of Technology & Science

PROVISIONAL OFFER LETTER

Dear Sucharitha,

This has reference to your application and subsequent discussions you had with us, we are pleased to offer you the position of **Trainee Software Engineer** in the organization on the following terms and conditions.

1. Date of Commencement

Appointment letter will be issued after you accept the conditional offer. Appointment letter will contain the details of your joining date and initial place of posting.

2. Probation / Training

You will be on probation and training for a period of six months from the date of joining the Company. On satisfactory completion of this period you will be confirmed as an Associate Software Engineer with a CTC of 2.72 Lakhs.

3. Remuneration / Salary

You will be paid remuneration as per the enclosed Annexures. You will be entitled to other benefits including medical and hospitalization in accordance with the policy of the Company in force time to time.

4. Location/Transferability

Your location of services will be decided post the training and Your services may be transferred to any department, subsidiary, associate Company or Joint Venture at any other location on the same terms and conditions subject to our business requirements.

5. Employment Conditions

Please note that this is only a provisional offer of employment and not to be construed as an appointment letter. An appointment letter will be issued to you once you accept this provisional offer and fulfill our employment conditions.

Speed. Savings. Success

Next Sphere Technologies (India) Pvt. Ltd.,

(Corporate Identity No: U72200TG2006FTC052165)

Regd Office:#8-2-120/113, 3rd Floor, Block-B, "Sanali Info Park", Road No-2,Banjara Hills,Hyderabad -500 033.

Branch Office: 10th Floor, BasconFutura Park, 10/2, Venkatanarayana Road, T.Nagar, Chennai-600 017.

Website: www.nextsphere.com, Ph: +91-40-40407777 (HYD) +91-44-69401220(CHN)

Annexure - I

Monthly and Annual Compensation			
Name of the Employee:	Vellampalli Venkata Sucharitha Kumari		
Designation	Trainee Software Engineer		
	Per Annum	Per Month	
	Rs.	Rs.	
Annual CTC	272,000	22,667	
A Components			
Basic Salary	128,384	10,669	
House Rent Allowance	51,354	4,279	
Transport Allowance (Rs. 1600 Per Month)	19,200	1,600	
Leave Travel Concession	10,000	833	
Medical Reimbursement	15,000	1,250	
Bonus	25,677	2,140	
Special Allowance	3,128	261	
Total Gross Earnings A*	252,742	21,062	
B Other Benefits			
Employer Provident Fund	15406	1,284	
Gratuity	3,852	321	
Total B	19,258	1,605	
Total Annual CTC(A+B)**	272,000	22,667	
Notes			
* The employee Provident Fund and Other Deductions (Profession Tax, Income Tax, Group Medical Insurance etc.,) is deducted from the Gross Earnings to arrive at NETPAY.			
* Profession Tax is derived based on the local governing laws.			
* Income tax is deducted wherever is applicable			
** 100% of Group Medical Insurance is contributed by the company which is not part of CTC.			
** For Employee's parents, 50% premium of Group Medical Insurance is contributed by company which is also not part of CTC. The Balance premium need to be contributed by employee which is deducted in two equal monthly instalments.			

Speed. Savings. Success

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(Corporate Identity No: U72200TG2006FTC052165)

 Regd Office:#8-2-120/113, 3rd Floor, Block-B, "Sanali Info Park", Road No-2,Banjara Hills,Hyderabad -500 033.

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 Website: www.nextsphere.com, Ph: +91-40-40407777 (HYD) +91-44-69401220(CHN)



- You should complete your graduation within the given time frame and with the minimum percentage of 60%.
- Your location of services can be in Chennai or Hyderabad and it will be decided post training. It will be purely based on the organization needs.

You are required to submit Certificates of Educational Qualifications and a soft copy of digital passport size photograph at the time of joining.

We wish you the best of luck and invite you to our exciting team of the employees in the organization.

For Next Sphere Technologies (India) Private Limited,

A handwritten signature in black ink, appearing to read 'Krishna Varma'.

(Krishna Varma)

Director – Global Delivery & India Operations

I hereby voluntarily accept the above offer of employment

Signature _____

Name:

Date: _____

Speed. Savings. Success

Next Sphere Technologies (India) Pvt. Ltd.,

(Corporate Identity No: U72200TG2006FTC052165)

Regd Office:#8-2-120/113, 3rd Floor, Block-B, "Sanali Info Park", Road No-2,Banjara Hills,Hyderabad -500 033.

Branch Office: 10th Floor, BasconFutura Park, 10/2, Venkatanarayana Road, T.Nagar, Chennai-600 017.

Website: www.nextsphere.com, Ph: +91-40-40407777 (HYD) +91-44-69401220(CHN)

February 20, 2020

Name: Gorantla Alluraiah
Course: B.Tech.(E.C.E.)
Institution: PBR Visvodaya Institute of Technology & Science

Ms.Gorantla Alluraiah,

Sub: Offer of Appointment

We thank you for exploring career opportunities with Content & Technology Services Group, a division of Mobius Knowledge Services Pvt. Ltd (M.K.S.).

You have successfully completed our initial selection process and we take great pleasure in offering you the position of **Trainee – Process Associate**. This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius Knowledge Services. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as **Rs.1,51,200/- Per Annum.**

We would like you to begin employment with us on or before **June-2020** at our **Chennai** office. 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.

You will be on probation for three months and your performance would be reviewed for satisfactory performance after which Mobius would normally confirm you. This confirmation will be communicated in writing. If your performance is found unsatisfactory, Mobius may extend the probation period upto a maximum of 3 months or terminate your employment with immediate effect.

This employment may be terminated by either party giving one month notice or one month gross pay in lieu of notice.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to / after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.

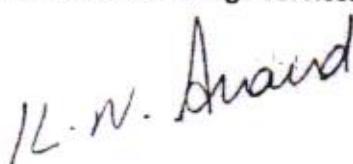
At the time of joining, photocopy of the following documents should be submitted. Please carry the original copies which would be returned after verification.

- Standard X and XII mark sheets equivalent
- Degree / Post Graduate Certificate and mark sheets for all semesters
- Last Salary Drawn Certificate / Pay slip of last three months from the previous employer
- Relieving Letter from your previous employers
- Five Passport size photographs.
- Proof of Identity (Driving license / Voters ID / Ration card).
- Photocopy of your Permanent Account Number and Aadhar Card

Please sign and return to us the duplicate copy of this letter and Annexure as token of your acceptance. In case we do not receive any confirmation from you on or before the specified date, we shall be compelled to treat it as non-acceptance of our offer from your end and shall treat the offer as a declined offer. For further queries / clarifications, feel free to get back to us.

With best wishes and looking forward to a long and mutually beneficial association.

Yours sincerely,
For Mobius Knowledge Services Private Limited



K.N.Anand
Group Director – Human Resource

Annexure

Compensation & Benefits of Gorantla Alluraiah			
Name	Gorantla Alluraiah	D.O.J.	June-2020
Designation	Trainee – Process Associate	Band & Level	B1
1. Fixed Salary		Per Month (INR)	Per Annum (INR)
1.1	Basic	6,048	72,576
1.2	House Rent Allowance	3,629	43,548
1.3	CCA	153	1,836
1.4	Festival Bonus	1,210	14,520
	Gross Monthly Fixed Salary & Benefits	11,040	1,32,480
2. Employer Contribution			
2.1	Provident Fund	744	8,928
2.2	ESI	524	6,288
2.3	Gratuity *	291	3,492
	Cost to Company	12,600	1,51,200
	Take Home Salary	10,103	1,21,236
For Mobius Knowledge Services Private Limited		Accepted	
<i>K.N. Anand</i>			
K.N. Anand		Signature	
Group Director – Human Resources			

- ❖ Gratuity is an accrual and will be eligible only if an employee completes 5 years of service and on retirement / resignation / termination. If period of service is less than 5 years, the same will be forfeited.

**Offer: Computer Consultancy****Ref: TCSL/CT20192644908/Hyderabad****Date: 24/09/2019**

Ms. Manju Bhargavi Kasavaraju
1-10-9Kasavarajuvaristreet,
Krs Plaza,
Kavali-524201,
Andhra Pradesh.
Tel# -9849417718

Dear Manju Bhargavi Kasavaraju,

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 **Cyber Security Practise (CSP)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** 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 &



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 ₹10,200/- 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 ₹4,080/- 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. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. 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.

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:

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.

TCS Confidential

TCSL/CT20192644908

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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 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.



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 unauthorisedly 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 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. 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.

12. 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.

13. 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.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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)
- 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

20. 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.

21. 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.

22. 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.

23. 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.



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

A handwritten signature in black ink, appearing to read 'K Ganesan'.

K Ganesan
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



GROSS SALARY SHEET

Annexure 1

Name	Manju Bhargavi Kasavaraju
Designation	Assistant System Engineer-Trainee
Institute Name	Pbr Visvodaya Institute Of Technology And Science, Kavali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
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 Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** 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	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TCSL/CT20192644908

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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 Serviceline: 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, IRC 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, 415/21-24, 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, Gawal 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, Galaxy 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, Q 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 , Kakkadan, Kerala 682042	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, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.



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.



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. 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.

8. 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.



9. 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.

10. 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.



- (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.

PRIVATE AND CONFIDENTIAL

18th December 2020

Nellore Sai Meghana
10-38-15/611,Janathapet
Kavali

India.

Dear Nellore Sai Meghana,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis. We are pleased to offer you the position of **Trainee Associate Software Eng.**, in Band 5 and Level 1 with our organisation. The gross compensation will be INR 250000/- (Two lakhs fifty thousand rupees only) per annum.

You are required to sign a training bond and agreement for INR 1,00,000/- (Rupees One Lakh Only) for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of INR 1,00,000/- (Rupees One Lakh Only) would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum
- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

ANNEXURE – 1

Name	Nellore Sai Megana
Band	Band 5
Level	Level 1
Title	Trainee Associate Software Eng
Total Compensation / CTC	250000
Band	Band 5
Level	Level 1
Salary Component	Amount (in Rs./Month)
Basic	6250
House Rent Allowance	3125
Leave Travel Allowance	NA
Special Allowance	4875
Ex-Gratia / Bonus*	4500
Total Fixed Cash	18750
Variable Pay	1042
Provident Fund Contribution (PF)	750
Mediclaim Insurance Premium	292
Target Cost to Company	20834
Target Cost to Company (per annum)	250000

Note:

* As per Statutory regulations, if you are covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.



This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us at **Mphasis Learning Academy** on **21 January 2021** at **Bangalore**.

. The reporting time is **10:00 AM**. You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis Limited

Registered office: Bagmane World Technology Centre, Marathahalli Outer Ring road, Doddanekundi Village, Mahadevapura , Bangalore 560048, India
T: +91 080 3352 5000 | F: +91 080 6695 9943
CIN:L30007KA1992PLC025294

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.
- 1.3. At times you may be required to work beyond 8 working hours.
- 1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment:

- 2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
- 4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

- 6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:
- 6.1.1. Group Mediclaim Policy (for all employees)
 - 6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

- 8.1. Your employment with the Company is subject to termination on:
- 8.1.1. Three month's prior notice by either side
 - 8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
 - 8.3. 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 handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.
 - 8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
 - 8.4.1. 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
 - 8.4.2. 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, etc) or commit any act 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
 - 8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
 - 8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

- 10.1. You agree at all times during the term of your employment and thereafter (without limit of time):
- 10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
 - 10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.
 - 10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.
- 10.2. For the purposes of Clause 10.1, "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 become 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 this employment would not have been accessed 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.
- 10.3. You understand that retaining the confidential nature of the 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.

11) Intellectual Property

- 11.1. You agree that any proprietary rights whatsoever, 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 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 or improvement, computer program, 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 belong to the Company absolutely.
- 11.2. 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 with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:-

- 12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 12.2. In particular, you expressly consent to:
- 12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
- 12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade

union membership, physical or mental health, sexual life or criminal record.

- 12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees 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), other than on behalf of the Company, you will not, either directly or indirectly:

- (A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or
- (B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.
- (C) 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.

15) Warranty

- 15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.
- 15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.
- 15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.
- 15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement

shall be the last working day of the calendar month of your 60th birthday.

18) General

- 18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreements supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure
- 18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).
- 18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.
- 18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on _____ (Date).

Signature : _____
Name : _____
Date : _____
Place : _____



Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

You are required to report to the HR department on your day of joining.

Reporting Time: **10.00 am**

Mphasis Limited

Registered office: Bagmane World Technology Centre, Marathahalli Outer Ring road, Doddanekundi Village, Mahadevapura, Bangalore 560048, India
T. +91 080 3352 5000 | F. +91 080 6695 9943
CIN:L30007KA1992PLC025294

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

SI.No	SI.No Documents
1	To process your salary - PAN card copy is mandatory, incase you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slip or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.
- 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 revoke the offer.
- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.
 - DOB and Name of Father, Mother, Spouse, Child/ Children
 - Educational details with the passing year
 - Your past experience details with the exact years and role played to be mentioned.
 - Blood Group
 - 1 Passport size photograph of all your dependants
 - Your Citibank account number, if existing already.
 - Your PF account number with current employer
 - Your PAN number
 - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by SRIKANTH KARRA
Date: 2019.06.07 18:41:58 +05:30
Reason: Authenticating Service
Location: Bangalore

Mphasis Limited

Registered office: Bagmane World Technology Centre, Marathahalli Outer Ring road, Doddanekundi Village, Mahadevapura, Bangalore 560048, India
T: +91 080 3352 5000 | F: +91 080 6695 9943
CIN: L30007KA1992PLC025294



Integrity, Innovation, Serenity



Tudip/EM/CAM 2020

Date: October 16, 2020

Potluru Praveen Kumar

Kavali

Phone - 6300149169

Dear Potluru Praveen Kumar,

Congratulations!

Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you designation as Associate Cloud Engineer (Support), (Band L1)

You will be deployed to **SEZ (Unit 2)** office on the below mentioned address and your date of joining will be on 22nd October 2020 (Thursday)

Plot No. 11/2, Unit 2,
Rajiv Gandhi IT Park,
Hinjawadi- Phase 3, Maan,
Pune- 411057

Your Total Gross Salary as applicable has been detailed in the Annexure I of this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms, and conditions of your employment, the necessary training, and the contractual obligation to be with Tudip. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies. Your employment with us will be governed by rules, regulations, policies, and practices of the Company that may change from time to time.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We are confident that you will find your time at Tudip both personally and professionally rewarding and you will make a substantial contribution to the growth and success of the company.

Once again welcome to Tudip. We wish you a long, rewarding and fulfilling career and look forward to you joining us.

Yours sincerely,
Human Resource Team

Annexure to your Offer of Employment with Tudip.

Welcome to Tudip! Presented here are the details that refer to our offer of employment to you.

Salary Structure and Taxation

The salary structure of the Company may be altered/modified at any time with or without prior notice. Your package of remuneration and other terms may be altered/modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by statutory provisions in force from time to time and be subject to deduction of appropriate taxes at source. Gross Pay to be paid monthly on the first working day of the subsequent month.

Training Program

A training program (called Tudip Academy) will be offered to you at the beginning of your employment with us. It consists of classroom, simulated environment and on-the-job training. The duration of this training will be based on the business requirements but usually it is of 8 weeks. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training. Failure in clearing this training program would result in your employment with us being terminated with immediate effect, without salary thereof. Also depending upon your performance in this training program, we would be assigning you more relevant engineering designations.

Note: The location of your training period will be in **Wakad Office** on the below address.

Sr.No.241/3/A,
Datta Mandir Road,
Wakad, Pune- 411057

Probation Period and Confirmation as a Permanent Employee

You will be under probation for a period of 12 months from the date of joining and would be confirmed as a permanent employee upon successful completion of your probation. As Tudip progresses on these initiatives, performance improvement will be an ongoing process and a formal evaluation will be carried out during probation. Please note all confirmations in the company will take place only on the 1st day of the month succeeding completion of probation period. We request you to take probation period very seriously to enable you to be successful with the company.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company's growth.

Salary revision exercise is normally conducted yearly in the month of July. At Tudip, there are policies that are linked to performance management, career growth and annual compensation review of an employee and these policies will be applicable to you. Please note that you would be considered for the increments and promotions during your Service Agreement duration as well.

Working Hours

We provide flexible work hours to employees at the discretion of their managers. The official business hours from Monday to Friday are between 10:30 AM to 08:00 PM, however you will be expected to work such times and hours as are necessary for the satisfactory execution of your duties. Your office timings may be changed based on clients and their project needs.

Last Saturday of every month is an Improvement day where all the Tudipians gather and do knowledge sharing sessions, work on pending tasks, if any and analyze and learn from the month passed by.

Notice Period

On completion of Service Agreement, you will be required to give 2 months notice or salary thereof in case you decide to leave our services subject to the Company's discretion. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 60 days notice period. Similarly, the Company can terminate your services by giving 15 days notice with or without salary thereof. The Company may terminate your services immediately on disciplinary or competency grounds without salary thereof.

Service Agreement

Tudip would continue to make investments on training and continuing education of its professionals. This will be of value to you as a professional and large part of the ownership and commitment has to come from you. Service Agreement to serve Tudip is for 2 Years from the date of joining. This agreement seeks your reciprocation to Tudip's investment in your training and its commitment to your professional development. Our offer to you for the designated position is subject to the execution of the necessary Service Agreement. A breach of this undertaking would involve payment of 75000.00 INR towards damage to Tudip. Please note that you do not need to pay any amount upfront. If you leave the company before 2 Years, you need to still serve 2 months notice or pay 2 months salary depends on the company's discretion.

Earned Leaves

There would be only one type of leave, which is Earned Leave. You would be eligible for 18 leaves per annum post probation. During probation, you would be eligible for 12 leaves per annum. Please note that the leaves shall be credited on a pro-rated basis.

The leave eligibility shall begin in the next quarter of your joining the Company.

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During Probation Period	3	3	3	3	12
After Probation Period	4	5	5	4	18

Leave Encashment

Leave encashment is governed by the Company's leave policies. If an employee joins in the mid of the year, leave encashment will be on pro-rata basis.

Transfer

Your services can be transferred to any other location, department, office, branch, associate or group companies anywhere in the world depending upon the exigencies of the work. At such times, the compensation or bonus applicable to a specific location will be payable to you.

Employee Stock Options

Tudip believes in collective ownership and provides its employees with stock options which can be vested after 5 years. These stocks are allocated solely on the basis of performance, longevity with the company and sole discretion of the company.

Gratuity

You will be eligible for gratuity in accordance with the rules applicable.

Wedding Gift

All employees getting married during their tenure at the Company are entitled for a cash gift of 25,000 INR as a goodwill gesture.

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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

Non-Compete Agreement

You will not seek direct or indirect employment (includes consulting, part time contracts with or without monetary gains) with our clients, individuals or associate companies, their subsidiaries, offshoots, or new enterprises, within 2 years of termination of your employment with us. 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, but shall devote your full time and attention to the business affairs of the company. You will adhere to the rules and regulations laid down by the company and will be governed by them. During the course of your employment with Tudip, you will also be flexible to the changes made to the rules and regulations as deemed fit by the company.

Other Terms and Conditions

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealings with the company and if you are offered any, you should immediately report the same to the management.

During the tenure of your employment, you will comply with all Tudip policies, guidelines, rules and instructions including **Tudip's Business Code of Conduct**. At anytime, if in the opinion of company you are found guilty of any misconduct or of any actions, which

are not in the interest of the company, you are liable for disciplinary action, which can include termination without prior notice with or without salary thereof.

You will not enter into an agreement, commitment or dealing on behalf of the company or its business associates without the prior written approval of the management. In case any such understanding is entered into without the consultation of the management, you will be completely responsible for it at our own risk.

All the benefits are as per the Company's policies, which are subject to change from time to time.

If for any reasons, you violate any of the terms and conditions mentioned above, the Company reserves the rights to withhold payments as may be due to you as well as take resources to legal action as deemed necessary.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining. 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.

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 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 appointment is made on the basis that the information furnished to us earlier is true. If at any time it is revealed that the employment has been obtained by furnishing false information or by withholding pertinent information, the Company shall terminate your services without any prior notice.

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. Also reply to this email, if this email was received through email, or drop us an email at campus@tudip.com, as a confirmation of your willingness and acceptance of this offer



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letter, on or before the specified date and time.

We look forward to a mutually beneficial and exciting association.

Yours sincerely,

Human Resource Manager

Acceptance of Employee

To, Tudip Technologies Private Limited

I, _____ son of/wife of/daughter of _____ have read and understood, the terms and conditions governing my services/employment, with the Company as stated in the above Offer Letter and Compensation package and the same are acceptable to me in totality and confirm my agreement to this letter.

Sign Your Name

Print Your Name

Date

Location



Tudip/EM/CAM 2020

Annexure A (Compensation Details)

Component	Monthly	Annual
	Rs	Rs
Basic	15,000.00	180,000.00
House Rent Allowance	4,500.00	54,000.00
Conveyance Allowance	1,600.00	19,200.00
Total Gross Salary	21,100.00	253,200.00

Retiral and Other Benefits	Yearly (Rs.)
Provident Fund	23,400.00
Leave Encashment	9,000.00
Health Insurance	6,500.00
Gratuity	30,000.00
Total Salary	322,100.00

- Please refer to HR Policies

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Technology Hub, Special Economic Zone

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T +91 120 6125000 F +91 120 4683030

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OFFER & APPOINTMENT LETTER

Offer Release Date: November 18, 2020

Dear Arcot Keerthana,

D.no:1-10-14/19B

Rajiv Nagar, Old town, Kavali,
Andhra Pradesh, India, 524201

Dear Arcot Keerthana, 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 Software Engineer 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 **November 19, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D**. 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 3,50,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 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.

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T: +91 120 4024700, 3337000 F: +91 120 2425833

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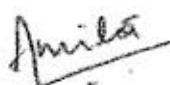
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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

Vice President, Head-Global Rewards

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www.hcltech.comwww.hcl.com**Annexure 1****COMPENSATION PLAN**

Name	Arcot Keerthana
Band	E1
Designation	Software Engineer
City	Chennai
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
Flexi Basket Details	
Fuel Reimbursement and Car Maintenance Charges	Max Sub limits (p.a.)
Leave Travel Assistance / Allowance	-
Car Lease Rental	-

TOTAL : Annual Flexi Basket

Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

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**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Chennai.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

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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

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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 55 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.

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- 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.

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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	10 th 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

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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-Medavakkam 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
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

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. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

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

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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, 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: D.no:1-10-14/19B
Rajiv Nagar, Old town, Kavali,
Andhra Pradesh, India, 524201
Email ID: keerthanaarcot99@gmail.com
Telephone Number: 7207355448



Parent Head Office:
Spaces, The Charter Building, Uxbridge,
London, UB8 1JG, United Kingdom
www.snovasys.com | info@snowasys.com

Indian Offices:
Hyderabad, Ongole

November 30, 2019

Dear Kondapalli Amrutha Varshini,

Congratulations!

Welcome to **Snovasys** family and being the part of internship and Job programme. Further to the interview conducted at your campus, out of many hundreds of students applied for this position, you were chosen as one of the suitable candidates.

Snovasys is an ISO 9001:2015 Certified company with more than 10 years of experience building Enterprise Applications based out of London.

It is very pleasurable to select you as a "**Software Trainee Engineer**". Your assigned work location is **Ongole**.

The offered CTC package is INR 4,00,000 after completion of internship and probation according to the company policy and performance of the candidate.

The duration of the service agreement is 3 years. You will be intimated about the date of joining for internship through a separate email.

We hope you will enjoy the learning and have an enriching experience being part of Snovasys family.

If you accept this offer, you are required to return the email with confirmation as a token of your acceptance.

SNOVASYS SOFTWARE SOLUTIONS INDIA PVT LTD
(GST Number - 37AAFCK6891H1Z1)



Parent Head Office:

Spaces, The Charter Building, Uxbridge,
London, UB8 1JG, United Kingdom
www.snovasys.com | info@sновасис.сом

Indian Offices:

Hyderabad, Ongole

On your confirmation, You will receive a mail from us to help you with the Pre-Joining formalities.

We look forward to having you with us.

All the very best.

Note: All the terms were shared with you during the course of interview stands good including 3 years of service agreement. For any clarifications, please reply with your queries by email.

Sincerely,

Siva Anjaneyulu Byrapuneni

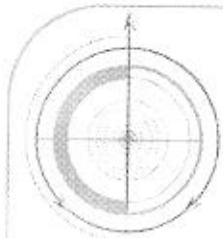
Director

Snovasys Software Solutions India Pvt Ltd.

Mobile: 9700001514

(We love to help you succeed)

www.snovasys.com



Date: Feb 13, 2020

Dear Polisetty Venkata Sai Sumanth

We are pleased to extend you an offer to join Ags Transact Technologies Ltd, as a Software Engineer. Please see the rest of the offer letter and provide your acceptance within 1 day of receiving this offer letter.

Definitions

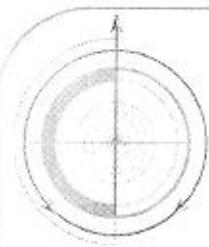
- Employee as used in this document refers to Polisetty Venkata Sai Sumanth
- Any use of term Ags or Company refers to Ags Transact Technologies Ltd.

Pre-Employment Conditions

Offer of employment with the company is contingent upon the prospective Employee meeting the conditions set forth in this section, with-in the timeline indicated.

- **Background Checks:** Employment or any internship offer that requires access to company information, is contingent upon a successful background check to be performed by a third party employed by the company, or its parent company. Acceptance of this offer automatically indicates your acceptance and approval for us to conduct these background checks, and your co-operation for the same.
 - As part of working for a specific client of Ags Transact Ltd, you further agree to accept any additional background checks as mandated by the company's clients in the future.
- **Improvements in Technologies required by the company:** Before your full-time employment starts with the company, you are required to demonstrate proficiency with several technologies as required by the company. Company is committed to providing help and guidance as much as possible in this regard. *To full-fill this requirement you may be required to attend training sessions in company campus from time to time. See the training period for more details.*
- **Proof of course completion:** You are expected to provide a satisfactory way of showing the completion of your program. Examples of acceptable documents: All marks Lists showing successful completion of courses, Provisional Certificate, or Course Completion Certificate that shows that you have no backlogs. Please note that we only need self-attested copies and we do not keep the originals.

601-602, B-Wing, Trade World,
Kamala City, Senapati Bapat Marg,
Lower Parel (W), Mumbai – 400 013.
Tel: +91-22-67812000 Fax: +91-22-24935384



Compensation

Salary and Bonus

- Company offers the employee an cost to the company of Rs. 2, 20,000 per year.
 - Cost to company includes any payroll, PF and other taxes paid by company related to the above employment.
 - You will start with a base pay rate of Rs. 1, 80,000 per year.
 - You will be paid a retaining bonus of 40,000 at the end of year.
- All salary, allowances and bonuses will be paid less any applicable taxes and with holdings.
- The company assures that, despite the special provisions for first 3 years of the employment, employee is eligible and automatically enrolled into annual compensation review for increments as per company policies.

Training Period

Company requires all fresh graduates to participate in an induction program that requires the candidates to demonstrate their ability to write acceptable enterprise grade code, on the cutting-edge technologies used by the company. This period lasts between 2-weeks to 12-weeks depending on the candidate's proficiency and capability.

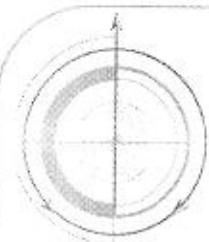
Compensation during training period:

- Until the course completion is produced and the background is verified there is no stipend paid.
- After the successful course completion, and background Verification Company will pay Rs.10000 as stipend during the training period.

Training period can start as soon as the offer is accepted, but it can only end after the background checks are done and course completion certificate is produced, in addition to demonstrating your readiness by completing a series of exercises given by the company.

Confidentiality

- You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of AGS Transact Technologies Ltd and its clients which may be known to you or confided in you by any means in the course of your employment with us.
- In addition, you are bound to the NDA signed and executed by you to the AGS Transact Technologies Ltd.



Acceptance

To confirm your understanding and acceptance of the terms of your employment offer, please sign and return the original of this letter to the company within 1 business day of receiving the letter, at which time this offer will expire. Retain a copy for your personal records. If you have any questions, please feel free to contact the company. We look forward to your joining our team.

Along with the signed letter, please submit self attested copies of your identity proof, address proof, copies of all the certificates, and any previous work experiences proofs such as pay slips or experience letters, to assist in the background check.

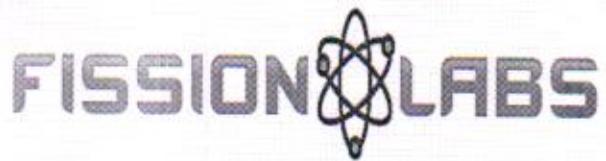
As part of our team, you will have an opportunity to play a vital role in the growth of our company. We feel certain that you will be a valuable contributing member of our staff. We also hope that you will enjoy and be challenged by the work ahead.

Welcome aboard!

Vasavi Vandanapu
Human Resource
AGS Transact Technologies Ltd.

Candidate Name: _____
Acceptance Signature: _____
Date: _____

601-602, B-Wing, Trade World,
Kamala City, Senapati Bapat Marg,
Lower Parel (W), Mumbai – 400 013.
Tel: +91-22-67812000 Fax: +91-22-24935384



4th December, 2019

Ms. Gajje Chira Deepthi,
V.R.Nagar,Kavya Layout,Kavali,
Nellore
Andhra Pradesh

Appointment Letter

Dear Deepthi ,

We, at Fission Computer Labs Private Limited ("Company"), are pleased to appoint you as "Associate Software Engineer" on a probationary basis (for a period of six months) in our organization with effect from 10th June 2020. Your services shall be confirmed subject to successful completion of probation of Six (6) months with our Company, unless extended for such further period as the Company may specify ("Probation Period"). You will be placed at Hyderabad, Telangana. The terms and conditions of this position will be as follows:

1.0 Appointment

- 1.1 The Company hereby employs you and you hereby accept employment with the Company on a probationary basis, as its Associate Software Engineer pursuant to and in accordance with the terms and conditions set forth in this Appointment Letter.
- 1.2 You shall render services to the Company at such times and such other places as may be required by the Company in its sole discretion. In such an event, you will be governed by the terms and conditions of services as applicable at the new placement.
- 1.3 You represent that you are not a party to any agreement that restricts your right or ability to freely carry out the services hereunder.
- 1.4 The terms of employment relating to compensation, working hours, leaves and holidays, notice period, etc. apart from the terms mentioned below shall be as per the Company policies.





2.0 Remuneration

- 2.1 You will be paid a consolidated salary of Rs.2,67,000/- (Rupees Two Lakhs Sixty Seven Thousand Only) CTC per annum.
- 2.2 The salary shall be paid in accordance with the Company's regular payroll practices, from time to time statutory deductions as required by law, such as professional tax, provident fund and TDS will apply for Bonus.
- 2.3 The Company will review your performance on a periodic basis and may, in its sole discretion, revise your salary to reflect your performance on annual basis.

3.0 Code of Conduct

- 3.1 During the period of employment, you shall at all time act honestly, faithfully, diligently and efficiently for the growth of the Company. You shall honor your obligations under this Appointment Letter and any other agreement that you may be required to sign with the Company.
- 3.2 Your conduct shall be in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter the spirit, given by your superiors and shall not disobey any instructions given.
- 3.3 You shall not indulge in any unethical practices like "go slow" or non-cooperation etc.
- 3.4 You would be required to apply and maintain the highest standards of professional and personal conduct and integrity and comply with all the policies and procedures of the Company including but not limited to policies related to Confidential information (defined hereinafter). These policies are updated on a periodical basis and may be introduced from time to time. As and when this happens, you will be notified and you will be required to comply with the same.
- 3.5 Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company's policies and procedures.





4.0 Leave Policy

- 4.1 You are entitled to leaves and such other holidays as declared by the management of the Company, which shall be available on the internal portal of the Company, as modified from time to time and notified to the employees.
- 4.2 There is no leave during the probation period, except in case of emergencies, in which case you are required to take approval from your reporting manager.
- 4.3 You may be called for work on holidays if the exigencies of work so requires. In view of your position, it may be necessary for you to attend to your duties at odd hours and be available for shifts.
- 4.4 Any leave not sanctioned in advance will be treated as unauthorized absence and will attract loss of pay or may even lead to termination, if such leave extends beyond a period of 2 days. Leave is not a matter of right and must be applied in advanced.

5.0 Term, Termination & Notice Period

- 5.1 The terms of this Agreement shall commence on your date of joining the Company and will continue until terminated by the Company or by you in accordance with this Agreement (the "Term").
- 5.2 In the event of your termination during the Probation Period, you will be required to give thirty (30) day's prior notice in writing. Similarly, if the Company wishes to terminate your services during the probation period, for any reason whatsoever, it may terminate upon giving a notice in writing and you shall not be entitled to any payment or compensation apart from the salary accrued till the effective date of your termination.
- 5.3 Upon the expiry of the Probation Period ,(A) the Company may terminate this Agreement and your employment with the Company at any time, without assigning any reason upon giving two (2) month's notice in writing or payment of two (2) month salary in lieu thereof; provided, however, that if you are working on an assignment, the Company may demand that you should complete the notice period as a condition for relieving you; (B) you may terminate this Agreement and your employment with the Company at any time, without





assigning any reason upon giving two (2) months' notice in writing. However, you shall not be entitled to terminate on payment of two month's salary in lieu of notice, except at the discretion of the Company. You will not be entitled to any leave during notice period, unless authorized by the Company in case of emergencies.

5.4 You have been offered the position on the good faith that all the information and documents provided by you at the time of employment are true and correct. If any information so provided is found to be false or fabricated, or if your services are terminated for material breach of the terms herein, including but not limited to confidentiality obligations and intellectual property policy, your services may be terminated by the Company with immediate effect by giving you a written notice of termination without any liability to pay any compensation.

6.0 Confidentiality

6.1 You shall keep confidential and retain in strictest confidence, any and all confidential Information (hereinafter defined) of the Company, and shall use such Confidential Information only in furtherance of the performance of your duties.

6.2 All information, whether oral or written, transmitted or otherwise provided by or on behalf of the company to you during your employment with the company, and that should reasonably have been understood by you to be proprietary and confidential to the company, including the confidential information of the Company's associates, affiliates, holding or subsidiary companies, and clients shall be treated as 'Confidential Information'.

6.3 At all times you will maintain absolute confidentiality about all matters relating to the business of the Company. You will not disclose any information or part with any documents to any external party whilst in the employment of the Company or thereafter.

6.4 All confidential information is and shall remain the property of the company, or in the case of information that the company receives from a third party which the company is obligated to treat as confidential, then the property of such third party.

6.5 You shall not make or cause, directly or indirectly, to be made, any public statement, public announcement, press release or other disclosure to the press which is intended, or could reasonably be expected, to have a detrimental effect on the company or its business or operations, public image or reputation or its relations with customers, clients, partners, suppliers, employees, lenders or other business associates.





6.6 You shall not discuss or reveal to anyone (directly or indirectly in any form or manner) any details of your engagement with the company, including without limitation, nature of work, names or other details regarding the company's clients, work processes and procedures, technology, compensation to you, payments and terms thereof by clients.

7.0 Intellectual Property

7.1 Any work done or created in the course of or as a result of your employment with the company ("Work Product") will be deemed to be "work made for hire". All work product, including all intellectual property rights contained therein (:Intellectual Property"), created, developed, co-developed obtained or conceived of by you during the period you serve the company, and all business opportunities presented to you during such period, shall be owned by and belong exclusively to the company. You shall: (i) promptly disclose any such work product, intellectual property or business opportunity to the company; and (ii) promptly execute and deliver to the company, without additional compensation, such instruments as the company may require from time to time evidencing its direct or indirect ownership of any such work product, intellectual property or business opportunity.

7.2 Any material you submit to company shall be transferred along with the attendant intellectual property.

7.3 All material/content created or reviewed by you and provided by the company to you to render services while in service is the sole property of company. The ownership of the same belongs exclusively to company long with the associated intellectual property rights. You agree and acknowledge that any material developed or created by you during your service shall be transferred by way of assignment in favor of the company.

7.4 You shall not use any intellectual property of the company for any purpose commercial or noncommercial, without the prior written consent of company.

8.0 Employment Dispute Resolution

8.1 In the event of a dispute, the parties will attempt to resolve any personal grievance or employment relationship problem as close to the point of origin as possible and in consonance with the company policy on employment dispute resolution.





For FISSION COMPUTER LABS PRIVATE LIMITED

D. Nishanta

Name:

Title:

Seal:



I hereby accept this position and all the terms and conditions mentioned in the letter and the Employment Agreement.

Name:

Date:

CC: (a) Accounts (b) Personal File



*Delivering Growth by
Accelerating Digital
Transformation*



Offer Letter

1258461 / EVLI / 2020

15-Mar-2020

Dear Premika Ghantasala,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform that you have been shortlisted for appointment as **Associate Software Engineer at Band U and Sub Band U1** in our Organization.

On joining you will be under **probation for a period of 6 (six) months** from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 260,000 (Indian Rupees Two Hundred Sixty Thousand Only)**. Please refer to **Annexure - A**. Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of **Indian Rupees 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

In addition to your salary, you will also be entitled for a one-time Settlement Allowance not exceeding **Indian Rupees 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per the Company Policy. The detailed Terms and Conditions of your appointment shall be issued to you subsequently along with the offer letter.

At the time of joining, you are required to sign a service bond with our Organization. As per this bond, you will be required to serve the Company 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)** towards damages to the Company.

You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

This Letter of Intent is valid subject to you being medically fit, completing your 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 70% in HSC or equivalent course and minimum of First Class/60% in all other courses completed by you prior to your qualifying academic course, successfully completing any Company organized training imparted prior to your date of joining and also completing all necessary legal documentations pertaining to your employment.

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 (mail id: joinevince@evincedev.com) which in any case should not be later than **25-Mar-2020** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

We look forward to you having a rewarding career with us.

Yours sincerely,

For Evince Development,

A handwritten signature in black ink, appearing to read "Shamili P".

Shamili P

Hr Manager

Annexure - A

Total Cost to Company (TCC) (Per Annum)	2,60,000
Components of Total Cost to Company	Rs. (Per Annum)
Basic (@30% of Total Fixed Pay)	67,935
HRA (@50% of Basic Pay)	33,968
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	12,000
Employers contribution to Provident Fund (@12% of Basic Pay)	8,152
Flexible Components of TFP ^	85,194
Total Fixed Pay (Per Annum)	2,26,449
Total Variable Pay (TVP) (Per Annum)	25,161
Total(A)	2,51,610
Additional Benefits(B)	
Gratuity	3,268
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
Total Cost to Company (Per Annum)(A) + (B)	2,60,000
^ 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
Medical	15,000
Mobo Meal	13,200
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 Group Term Life Insurance (GTLLI) 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	
a) Group Medical Coverage Plan (GMIP): 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 .	
b) 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.	

Annexure - B

Total Cost to Company (TCC) (Per Annum)	3,25,000
Components of Total Cost to Company	Rs. (Per Annum)
Basic (@30% of Total Fixed Pay)	85,260
HRA (@50% of Basic Pay)	42,630
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	12,000
Employers contribution to Provident Fund (@12% of Basic Pay)	10,231
Flexible Components of TFP ^	1,14,878
Total Fixed Pay (Per Annum)	2,84,199
Total Variable Pay (TVP) (Per Annum) (*)	31,578
Total (A)	3,15,777
Additional Benefits (B)	V
Gratuity	4,101
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
Total Cost to Company (Per Annum).....(A) + (B)	3,25,000
^ 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
Medical	15,000
Mobo Meal	13,200
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 (GTLL) 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 (GMIP): 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.	



1202, Tower B, Peninsula
Business Park, G.K.Marg,
Lower Parel(W), Mumbai -
400 013, India
+91 22 6666 3666
+91 22 6666 3777

LETTER OF APPOINTMENT

Ms. Dagumati. Yasaswini

Ref. 14563/IS/HRD/2020

Congratulations! We have pleasure in making an offer to you for the post of (Software Trainee – Chennai). You shall be paid consolidated salary of Rs 18,334/- per month which shall be broken into deferent elements as per the company policy .The date of joining to the company will be informed to you later.

Aegis Limited believes in a work culture that encourages "Winning with Integrity", performance and transparency. Winning is in our DNA. Whether it is delighting customers, innovating products or engineering a new tomorrow, you will find Aegis Limited is the place for a successful career. We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best in work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

This offer is valid only on production of your Provisional Certificate/Degree Certificate as a proof of your completion of Graduation or before August 16th 2020. This offer may be extended for a period solely at the discretion of the Management, which would be communicated to you in writing. We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential.

Please sign the duplicate copy of this letter and return to us as a token of your acceptance of the terms and conditions of employment offered to you.

Best Wishes,

Jothis Gopinathan
Talent Acquisition Advisor
Aegis Limited

CDS/HR/TR/73/2019

Confidential

Date: 29th December 2019

Bontha Sruthi,
Kavali

Dear **Bontha Sruthi**,

Subject: Trainee Software Engineer Appointment Letter

Congratulations on your selection for Trainee Software Engineer position at Covalense Digital Solutions Private Ltd. You are requested to join Covalensedigital on 14th July 2020 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6 month Training period, during which your role will be "Trainee Software Engineer". Your total cost to the company shall be **Rs.2,20,000.00/- (Rupees Two Lakh Twenty Thousand Only)** for 6 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as "Trainee Software Engineer" will be confirmed effective 14th January 2021.
3. Your performance will be assessed at the end of 6th month probation period, and thereafter once every 12 months. These assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 14th July 2020 will be 2.2 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2 years from the date of completion of the initial 6 months training. This period will be termed as "Compulsory Period".
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.
7. During your initial 6 month's probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual

- leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply.
8. Once you complete 6 months, you will be a full time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
 9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
 10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited

Akhil Kittur
Assistant Manager - HR

Signature of Employee

ANNEXURE-A

Compensation Package:

Name	Bontha Sruthi	
Designation	Trainee Software Engineer	
Department	Intergrations	
Date of Joining	14-July-20	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	7,333.33	88,000.00
House Rent Allowance(HRA)	2,933.33	35,200.00
Special Allowance	5,640.14	67,681.74
GROSS SALARY (A)	15,906.81	190,881.74

Covalensedigital Contributions:

Employer Provident Fund	1,556.82	18,681.81
Employer ESI Contribution (3.25% on Gross)	516.97	6,203.66
Gratuity	352.73	4,232.80
Total Contributions (B)	2,426.52	29,118.26

Cost to The Company (D) :- (A+B+C)		220,000.00
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TOTAL Cost to The Company (D + E)		220,000.00
--	--	------------

More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on the basic or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.