

Ref: Cigniti Technologies/PT/OID2023

20-Oct-2023

### Offer of Employment

Mr. Durga Prasad Teki  
Hyderabad

Dear Durga Prasad Teki,

Welcome to Cigniti!

It gives us immense pleasure in inviting you to join Cigniti Technologies Limited ("Cigniti" or the "Company") as one of its valuable member. We believe that the growth of an organization is fueled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Cigniti as **Senior Engineer**.

Your total Cost to Company (TCTC) will be **Rs. 900000/-** per annum (Rupees **Nine Lakhs only**). The compensation package consists of:

- a. Fixed Component
- b. Variable Component (Performance Linked Variable Pay)
- c. Other benefits

Details of the compensation breakdown has been outlined in Annexure I.

You will be part of the **Delivery** function and you will report to the Manager assigned by Cigniti from time to time depending on the requirements of the deliverables and your role.

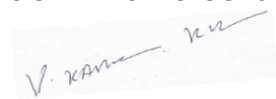
This offer has been made based on the information furnished by you. However, if there is a discrepancy in the given documents / certificates then the company reserves the right to revoke the offer at any time.

This offer is valid till **30-Oct-2023** and you are expected to join the Organization on (or) before valid date. Your employment is governed by terms & conditions referred in **Annexure II**.

We trust your knowledge, skills, experience and commitment will be among our most valuable assets. We look forward to you having a successful career at **Cigniti Technologies Limited**.

Wishing you all the best,  
Yours sincerely,

**CIGNITI TECHNOLOGIES LIMITED**



**Karuna Kumar Vempala**  
Global Head – Talent Acquisition

## Annexure - 1

NAME	Durga Prasad Teki	
DESIGNATION	Senior Engineer	
DATE OF JOINING	30-Oct-2023	
LOCATION	Hyderabad	
JOB LEVEL	Level -2	
Salary Component	Monthly	Annually
Basic	35656	427875
H.R.A	14263	171150
Flexi Benefit Plan*	21394	256725
<b>Total Gross Salary</b>	<b>71313</b>	<b>855750</b>
<b>Variable Pay (Pay for Performance) (Target @100%)</b>		
<b>Statutory &amp; Other Benefits (Company Contribution)</b>		
MFI (Medical Family Insurance)	1888	22650
PF	1800	21600
<b>Total Cost to the Company (CTC)</b>	<b>75000</b>	<b>900000</b>
<b>Standard Deductions from Gross: PF -Employee Contribution, Professional Tax &amp; Income Tax Deduction at Source ( TDS)</b>		
<b>For Flexi Benefit component is governed by FBP policy, hence please refer the FBP policy upon joining the Cigniti Technologies</b>		

**Provident Fund (PF):** You will be covered under Cigniti Technologies Limited Employees' Provident Fund Scheme. Your contribution and the Company's contribution are a part of above compensation. PF is calculated on 12% of minimum basic (15000) or 1800 as per the PF Act.

**Variable Pay (Pay for Performance):** The pay for performance framework encompasses parameters centered around individual score cards along with the organizational parameters as relevant to employees based on their roles. Please refer to the pay for performance policy for details.

**Gratuity:** Benefit as per the payment of Gratuity Act.

**Medical Insurance:** In accordance with the Company policy you and your immediate family (i.e. spouse, unmarried dependent children, and parents) will be covered under our Medical Insurance Plan

**Personal Accident Insurance:** You will also be covered under our Personal Accident Insurance Policy.

**Income Tax:** You will be solely responsible for your Income Tax as required by the local laws and tax authorities. All payment to be made to you will follow statutory requirements including tax to be deducted at source. The company will deduct yours Tax from your monthly income and remit to the tax authorities on your behalf as TDS. Where applicable the Company will issue tax deduction certificates thereof.

## Annexure – 2

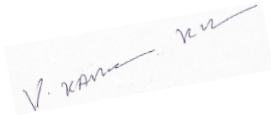
- 1) **Date of Commencement of Employment:** Your employment with the company shall commence the day you report and join the organization.
- 2) **Location:** Your employment with Cigniti Hyderabad will be based at the offices of Cigniti in Hyderabad. Your services may be transferred from time to time to its subsidiaries and associates or group companies, whether in or outside India.
- 3) **Leave:** You will be eligible for 1.75 days of General leave (EL+SL+CL) per month or 21 days per annum. Apart from the General Leave, the policy also covers special leaves such as, up to 5 days for Paternity Leave and 3 days for bereavement. Please refer to Company's Leave Policy outlining the eligibilities and applicability
- 4) **Salary cycle:** The salary cycle will be from the 1st of a month to the 30th of the same month. The salary will be credited to the corporate salary bank account, and / or by cheque.
- 5) **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. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". 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.
- 6) **Conditions of Hire:**  
Please note that this letter of appointment is conditional on:
  - a) satisfactory reference checks of all qualifications and the accuracy of the employment history provided by you.
  - b) you holding a valid passport
  - c) the acceptance of the terms and conditions of your assignment / appointment set forth along the annexure.
  - d) Obtaining / possessing employment passes or work permits from relevant authorities in India to work in India.
  - e) Getting formally and completely relieved from your previous employer, in the event you were employed elsewhere by other employer before joining Cigniti.
- 7) **Hours of Work:** Your working hours would be governed by applicable laws and will be applicable to you depending upon your place of posting and as amended from time to time. Further, you should be prepared to work on any shift, as may be warranted by the company's/client's work requirement.
- 8) **Contract Terms and Notice Period:**
  - a. This is at will employment and may be terminated by either party by giving two months' or any time earlier than the expected notice period advance notice in writing or payment in lieu thereof to the other party based on approval. Salary for this purpose will be based on your Gross Salary.
  - b. the company can, keeping in view the business situations, decide to relieve you earlier than the expected notice period. In such event the salary would be paid up to the last working day i.e the day the you will be getting relieved.
  - c. In event of your resignation , any requests for early relieving from the services shall be considered only on necessary approvals as per the policy of the organization.

- d. If, in the reasonable opinion of company, you are guilty of any serious misconduct, company may terminate your employment without notice and any payment thereof. Serious misconduct includes, but is not limited to
    - 1. violation of any of the terms of this Agreement.
    - 2. refusal to abide and obey a reasonable command or expectations of company, and not performing the duties assigned under this agreement.
    - 3. dishonesty, theft, serious neglect, gross misconduct, mis-representation
    - 4. expressly or by implicitly repudiating this Agreement;
    - 5. act in such a way (whether or not in the course of your employment) as to bring the Company or its subsidiaries into disrepute;
    - 6. being convicted of a criminal offence;
    - 7. being convicted of or charged with an offence involving moral turpitude: or
    - 8. do any act detrimental or damaging to the Company, its Affiliates and Clients.
  - e. **Retirement age:** The age of retirement will be your attainment of 58 (fifty-eight) years as calculated as per your official date of birth. However, the management at its discretion may extend this age, in individual cases.
- 9) **Code of Business Conduct:** All the time during the term of your employment with Cigniti you are required to comply with all the applicable laws, regulations of the land and Cigniti Code of Business Conduct. You are advised to read Cigniti Code of Business Conduct thoroughly as soon as your employment commences and attend all the mandatory trainings as advised time to time.
  - 10) **Intellectual Property:** Your duties could include formulating new strategies, initiatives and encouraging creative work in the respective department. Copyright or other intellectual property may subsist in the work that is expected to be generated. Any such intellectual property rights shall vest absolutely in the Company, and you undertake to execute all necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property substantially in the form attached hereto as Schedule-I.
  - 11) **Confidentiality:** As a part of employment with the Company, you will execute a Non-Compete & Non-Disclosure Agreement in a form attached hereto as Schedule II, the terms of which will be binding on you. All information concerning the business, practices, finances, strategies, plans etc. of the company shall be considered as strictly confidential and any breach thereof is deemed as misconduct which entitles the company to terminate your employment in accordance with the provisions above.
  - 12) **Information Security Management System Policies:** You will be required to sign an agreement to abide by the Information Security Management System Policies of the Organization which is attached hereto as Schedule III.
  - 13) **Non-Violation:** You represent that by accepting the terms of this agreement you will not be violating the terms and conditions of any agreement with your previous employer or third parties.
  - 14) **Company Property:** When your employment ends, for whatever reason, you will, before being relieved from the Company, return to the Company:
    - a) all equipment and materials belonging to the Company or its Clients, along with any passwords, information or other objects required to use the equipment;
    - b) every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which you undertake to make a diligent search);
    - c) all other Company property, including Confidential Information, in your possession or control.

- 15) **Outside Interests:** You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of this Agreement. You shall devote all your working hours in the service of the Company and shall not engage in, continue to be engaged in, invest in, be a director of, start or support any other business without the prior written consent of the board of the Company.
- 16) **Past Record:** If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information, in such case, you will be liable to removal from services, without any notice. You will also be liable to such damages or such action as may be determined by the Company.
- 17) **Amendments:** You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- 18) **Governing Law:** This agreement shall be governed by the laws of India and the courts of Hyderabad shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this Agreement.

Wishing you all the best,

**CIGNITI TECHNOLOGIES LIMITED**



**Karuna Kumar Vempala**  
**Global Head – Talent Acquisition**

## Annexure - 3

Kindly carry all the below hardcopies of documents on the date of joining - (Mandatory)

List of Documents	
1	3 passport size photographs
2	Resignation acceptance mail/ Relieving Letter of Recent Employer
3	Signed Cigniti Offer letter
4	10 <sup>th</sup> Marks List or Certificate
5	12th / Intermediate Certificate
6	Graduation - Marks List or Certificate
7	Post-Graduation - Marks List or Certificate
8	Relieving/Service Letters (Previous Employers)
10	PAN Card
11	Passport/ Aadhaar Card
12	Permanent & Current Address proof's

Note:

You are expected to report the HR – Onboarding team on the date of joining. The On boarding team would get in touch with you shortly with further details related to your Induction into Cigniti.