

22-Feb-21

**Kambham Sandeep Kumar Reddy,**  
**Jangampalle, Gorantlapalle,**  
**Kambhamvari Palle,**  
**Chittor - 517213.**

**Ph #9885334237/ 9885678056**  
**Email –sandeepkambham27@gmail.com**

**Dear Kambham Sandeep Kumar Reddy,**

On behalf of CenturyLink Technologies India Pvt. Ltd., a Lumen Company (collectively "Lumen"), we are pleased to offer you the position of **“Software Development Consultant II”**, at **Bangalore, India**. We extend this offer and are pleased to appoint you on the following terms & conditions:

Grade	:	<b>P3</b>
Designation	:	<b>“Software Development Consultant II”</b>
Total Compensation	:	<b>Rs. 14,00,010- per annum</b> <b>(Rupees Forteen Lakhs and Ten Only)</b>
Compensation Details	:	<b>As Detailed in Annexure I</b>

You will be eligible to participate in the Company's Short-Term Incentive Plan (STI). The payout as per this plan would depend on your Individual contribution and the Company's overall performance in the financial year. The Par value of this Short-Term Incentive is 9.33% of your Annual Fixed Compensation. Based on your performance for the period January to December you will be paid performance bonus which can vary from 0 % to 150 % of your par value. However, for the first year the bonus payout will be on pro-rated basis from your date of joining. Details of this plan are with your manager and will be conveyed to you at the time of joining.

The above benefits will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your appointment will be effective from the **date of joining** which shall be on or before **Wednesday, 12 May 21**, failing which this appointment will stand automatically withdrawn.

Your Initial Posting will be at **Bangalore, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.



**CenturyLink Technologies India Pvt. Ltd.**

**CIN: U72200KA2003PTC032613**

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The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **two months' notice** or monthly gross salary in lieu thereof.

No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible to proceed on such leave during the notice period.

You will be entitled to Privilege Leave in accordance with the Rules of the Company being in force at the time.

You will carry out all instructions of your superior(s) in the Company as regards your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time notwithstanding the designation given above. Your days of work and working hours will be as per the working hours of the office, in which you are for the time being posted and can be changed at the discretion of the management of the Company.

You will retire in the normal course from the services of the Company on attaining the age of superannuation, that is on the day following your 58<sup>th</sup> birthday.

Company however will have a right to retire you earlier from the services of the Company, anytime after attaining the age of fifty five, if it is of the opinion that you are not physically or mentally fit enough to perform your assigned duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.



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The terms set out in this letter, together with the non-disclosure agreement and the CenturyLink Technologies India Pvt. Ltd. Compliance and Policy Manual, will form your Contract of Employment with the Company.

You will abide by 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 in service which shall be binding on you.

You will comply with the Company's Code of Conduct and Corporate Policies including, but not limited to, the CenturyLink Anti-Corruption Policy and Business Courtesies Policy. These documents are available on the Company website and are attached for your reference. Consistent with the Company's Unifying Principles, you will act with the highest ethical standards and conduct business honestly and legally. As such, you agree to comply with the Company's anti-bribery and anti-corruption practices and to abide by all applicable U.S. and international anti-corruption laws

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

You being adjudged an insolvent or applying to be adjudged an insolvent or making a compensation or arrangement with your creditors or being found guilty by a competent court of any offence involving moral turpitude will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

You shall inform the company of any change in your personal data within 3 working days. Any notice required to be given to you, shall be deemed to have been duly and properly given if delivered to you personally or sent to you by registered post at your address in India, as recorded with the Company.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). Such agreements may be contained in offer letters from previous employers, stock option grants, employment agreements, independent contactor agreements, agreements for the sale of a business etc. You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party.



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In your work for Company, you will not disclose or make use of any information or trade secrets in violation of any agreements with or rights of any such previous employer or other party, and you will not bring to Company premises any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, along with the photocopies of all your credentials (See **Annexure II** for details), latest by **Tuesday, 23<sup>rd</sup> February 21**, failing which the offer shall stand withdrawn.

**Kambham Sandeep Kumar Reddy**, we take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,  
For, CenturyLink Technologies India Pvt. Ltd.



**Shiva Shankaran**  
**Senior Manager - Talent Development & Acquisition**

I, **Kambham Sandeep Kumar Reddy**, agree to accept employment on the above-mentioned terms and conditions.  
I'll report for duty on or before **Wednesday, 12 May 21**.

Date:

Signed:

## Enclosed :

1. Salary Break-up: Annexure I
2. Details of Required Documents: Annexure II

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Annexure I

<b>NAME:</b>	<b>Kambham Sandeep Kumar Reddy</b>	<b>GRADE</b>	<b>P3</b>
<b>TITLE:</b>	<b>Software Development Consultant II</b>		
<b>COMPONENTS - A</b>	<b>Limits</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic		42,083	504,996
HRA		21,042	252,498
Executive Allowance		29,781	357,370
LTA - Maximum One Month Basic	42,083	3,507	42,083
Children Education Allowance	2,400	200	2,400
Lunch Coupon	18,000	1,500	18,000
PF (Employer's Contribution)		5,050	60,600
Gratuity		2,045	24,543
<b>Fixed Compensation</b>		<b>105,208</b>	<b>1,262,490</b>
Insurance		1,643	19,720
<b>STI</b>			<b>117,800</b>
<b>Total Compensation</b>			<b>1,400,010</b>

**Note:**

FBP Component can be Zero or Maximum provided in the each row of FBP section.  
 FBP Component can be changed three times a year before December of each year as per finance guidelines




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**Annexure II**

**You will be required to upload the scanned copies of the below mentioned documents to our Human Resources Representative/ Partner as part of your Onboarding and background verification process**

- Documents
- PAN Card and Passport size photograph
- Passport/Aadhar Card/Voter ID
- Marks card for X & XII
- Final Degree Certificate - Full time/ Distance Education
- Proof for Date of Birth (Aadhar Card/PAN Card/Birth Certificate / Xth Standard Mark Sheet)
- Relieving letter from all the Past Employers ( Relieving letter from the Current Employer shall be submitted on the Date of Joining )

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